

# The Villages of Garrison Creek Master Property Management Association

Wednesday 24 April 2019 [2:00 pm] @ SonBridge

**MPMA Directors** .. Dick Cook, John Cress, Marie Evans, Jim Murphy/ARC  
Morris Kivett, Marilyn Vogel, Henning Guldhammer

## BOARD MINUTES

**1 .. Quorum Call + Sign-In Roster** – Present: Dick Cook, Marie Evans, Marilyn Vogel, Jim Murphy, John Cress, Morris Kivett (by phone for part of the meeting), Henning Guldhammer  
Guests included: Jim Hall (Financial Advisor), The Strategic Planning Committee: Jack Gisler, Kurt Carlson, Dennis Olson, and John Jaso, Common Area Volunteer.

### **2 .. Member Comments and Correspondence-**

- Yard Sale Request from Jill Showalter: No action was taken by the Board. Referred to ARC.
- Marilyn Vogel to take the lead on a new VGC Association Member Directory.
- In need of a new webmaster. Dave/Cheryl Gullo are relocating to the East Coast.
- Ray Goff started our low-cost stump removal process. Several stumps have been removed.
- Initial bid on the East Pond and Banks Remodel received by Scott Towsley (\$26,000)
- A conference call is scheduled for Friday, April 26, with our attorney. Dick, Marie, and Kurt will question the attorney on issues regarding the document rewrites.

**3 .. Minutes** [03.27.2019] Moved by Marie, seconded by Marilyn to accept the minutes as presented. Motion passed unanimously.

**4 .. Financial** – Marie Evans presented the Financial Report. Moved by Marie, seconded by Henning to accept the Financial Report for March 2019. Motion passed unanimously.

**5 .. Safety Committee Update** – Michele Wollert reported that there have been some thefts from homes on Whimbrel Loop. The image of the thieves has been caught on video and a police report has been filed.

Michele has been updating the email communications list and now has 224 addresses.

As always, Michele warns us to keep our eyes open and report anything that look suspicious in the neighborhood.

Dick Cook thanked Michele Wollert on behalf of the Board for her continued contribution to the Villages of Garrison Creek.

### **6 .. Common Areas**

- Phase 9, Whimbrel Loop sealcoating. Sealcoating is used to prevent water from damaging asphalt in the roads. Dick moved and Jim seconded that the MPMA allocate \$4549 for Phase 9 sealcoating to be taken out of the Reserve Budget.
- Water Conservation: We have three contractors that manage our sprinkler systems. Some areas share a master timer box. We will work with our contractors to coordinate who should be adjusting the sprinkler system timers in the common areas.
  - John Jaso reported that the daily use of sprinklers is not needed and does not promote deep root growth. One inch of water every 3-4 days is what is needed.
  - John Jaso has conferred with Ike Muro and they decided that they would begin watering every other day for 90 minutes which would decrease our water usage by

half. They will assess whether this timing is enough or needs to be cut more at a later date.

- Backyard watering should not be done more often than every 3 days. John Jaso said that watering should change with the seasons and guidance should come from the Board to the homeowners.
- There was a discussion whether watering the common areas being cut from every day to every other day was enough. There was a question of how every other day watering compares with the recommendation of watering backyards every 3 days.
- John Cress moved and Marie Evans seconded that the MPMA Board direct Ike Muro to set all sprinkler timers to every 3 days. After a short discussion John agreed to withdraw the motion at the request of the Chair provided that we revisit this issue again. John reported that he receives more comments from our homeowners concerning overwatering than he does underwatering.

**7 .. Strategic Planning** – Jack Gisler distributed a report from the Strategic Planning Committee (attached) and led a discussion. He introduced the committee: Dennis Olson, Kurt Carlson, John Cress and thanked them for their work. Jack also named the members in the focus group. (Their names are in the report.) Dick summed up the main points:

- Care for our Common Areas – We must have people with expertise to do the work and we have to document what we have and how everything should be scheduled.
- Rentals – We must add landlords to the discussion and determine how they can do more for us. We will be working with our attorney on what limitations we may have.
- Documents – We will be working with our attorney on the document re-writes, so we are in compliance with the law.

Next steps include continuing to get member input, meeting with past and present Association leaders, and educating the membership concerning the changes that are being proposed.

Dick expressed gratitude to those on the committee who are giving us so much of their time for this project.

**8 .. Next Board Meeting .. May 29, 2019 at 2:00 p.m. at SonBridge**

**9 .. Executive Session** – none needed

**10 ..** Dick Cook adjourned the meeting by unanimous consent.

### **Attached Reports**

Presentation from the Strategic Planning Committee

# Villages of Garrison Creek (VGC) Strategic Planning Committee Focus Group Discussion Summary

Thanks to Dick Cook and the MPMA Board members for looking to the future and launching a strategic planning process. Because, in doing this project we all are either reaffirming what we know and/or we are learning more. This report is admittedly brief because the issues identified here are only part of the whole story, most of which will be included in the VGC strategic plan when it is completed.

The Master Property Management Association (MPMA) Board has established a strategic planning committee of homeowners to develop a plan for the future of Villages of Garrison Creek. Committee members are Kurt Carlson, Phase 2; John Cress, Phase 10; Dennis Olson, Phase 8; Jack Gisler, Phase 8.

Several purposes can be served by this planning effort:

- We should feel positive about being owners and living here;
- Participation is a significant contributor to our success;
- A strong partnership is essential among the phases and with the Master Property Management Association; and
- We should be able to see the linkage between the MPMA budget and how VGC is managed.

The Strategic Planning Committee (SPC) formed a focus group of nine homeowners from the phases and who met four times during March and April. Though all phases were invited to participate, not all did so. **Group members participated actively in the discussions.** The mix of people was especially valuable because they represented different phases (2, 5, 6, 7, 8), different lengths of time living here, different life experiences, and varying perspectives. They developed insights that can influence the resulting VGC strategic plan. Focus group members' names are found in Exhibit A.

The sessions were often primed with relevant background information leading to discussions and Q&A interchanges with knowledgeable VGC guests. The guest primers included Ray Goff (VGC common areas, irrigation, reserves); Jim Hall (Understanding VGC financials and accompanying concerns); John and Yvonne Jaso (VGC vegetation, landscaping and water conservation); and Jim Murphy (Rewrite of Architect Review Committee in the CC&Rs and a preliminary assessment of Land Use Standards).

Kurt Carlson primed a session with the status of his rewriting the VGC governing documents including Articles of Incorporation, CC&Rs and Bylaws.

Weighing input from the group, the Strategic Planning Committee will draft a plan for review and, once completed, it will be submitted to the MPMA Board for its review by July, 2019.

## CHIEF ISSUES

### **ISSUE—VGC COMMON AREAS, IRRIGATION, RESERVES:**

(Discussion primer Ray Goff)

Much information is held informally by individuals like Scott Towslee and Ike Murro. **Extensive documentation is imperative for future reference.**

Volunteer help that maintains and manages the common areas is fragile and sometimes inadequate. **Should we consider contracting for management services?**

**Reserves may not be sufficient for unexpected occurrences.** Unplanned Phase One and Two street repairs are good examples.

### **ISSUE—UNDERSTANDING VGC FINANCIALS AND RELATED CONCERNS:** (Discussion primer Jim Hall)

Significant income and expense transactions occur within some phases and there are no audit requirements. **Phase financial activities should be part of the annual MPMA audit statement.**

Jim Hall wonders if **VGC and the phases could adopt a unified accounting system.** Budgeting and dues rates could be phase specific if desired.

There is no delinquent dues policy in place nor is there consistent enforcement. **Dues, collections and liens should reside with the MPMA and, with that, the burden of unpaid dues, collections and liens should be spread across the VGC and not borne by individual phases.**

**Since contracts for common area maintenance are paid by the MPMA they should be approved by the board and duly signed by an officer.**

### **ISSUE—VGC VEGETATION, LANDSCAPING AND WATER CONSERVATION:** (Discussion primers John and Yvonne Jaso)

Excessive irrigation is occurring in VGC and it is expensive, wasteful and injurious to vegetation. **The operative rule should be water less often and water deeply.** The roots grow to the water and deeper watering is better.

**The ponds can be made healthier with beneficial bacteria, aeration and shade.**

**VGC landscaping can be improved with vegetation choices that are low maintenance, native-adaptable, attractive to birds and wildlife, and a mix of evergreens and deciduous and plants that display more color.**

**ISSUE—VGC GOVERNANCE STRUCTURE AND ROLES FOR THE PHASES AND THE MPMA:**

One discussion question was if elected officers are necessary within VGC's phases. Director and officer positions are currently difficult to fill and in some phases those positions do not exist. Some of the current phases are comfortable with the control they exercise with their governance arrangement. It can also be argued that neighborliness can be promoted and maintained by means of volunteer projects, social gatherings, neighborhood directories, and other creative ways without formal governance in the phases.

**VGC and the phases could adopt a unified accounting system.** Budgeting and dues rates could be phase specific if desired.

**Meetings which include current/past MPMA and phase leaders can resolve this issue.**

**ISSUE—VGC ARTICLES OF INCORPORATION, CC & R'S AND BYLAWS, ARCHITECT REVIEW COMMITTEE (ARC), LAND USE STANDARDS:** (Discussion primers Kurt Carlson and Jim Murphy)

Kurt and Jim are rewriting the VGC governing documents—We thank them for that. Their feedback includes balancing enforceable specifics with ample freedom for homeowners to act without burdensome oversight and permission.

**ISSUE—HOW TO HEIGHTEN AND SUSTAIN A DESIRABLE COMMUNITY:**

**First and foremost VGC must be a community of owner-occupied homes with enforced rental restrictions.** Rentals deplete the volunteer pool necessary to maintain and manage VGC and lead to the need for professional management services and therefore, higher dues. Excessive rental properties then negatively impact the sale of owner-occupied homes, because prospective buyers can be faced with higher mortgage rates.

**Homeowner participation in VGC maintenance and management is essential.** Steps are required to identify and recruit them to become involved. Individuals also can help with recruiting volunteers, welcoming newcomers and organizing events and activities.

A sense of community can be achieved in various ways including **activities and events within the phases and village-wide.** Social media and other **electronic communications** appeal to many, if not all residents.

Many homeowners will benefit from a **valid list of bonded contractors and service personnel** to assist them with their home and personal needs.

## ISSUE—VGC VISION, MISSION AND VALUES:

The group was asked to comment on and to create some draft statements regarding VGC's Vision, Mission and Values and produced the following:

“We envision a community that offers an inspiring lifestyle and quality of life, and is a desirable place in which to live and enjoy the benefits of family, friends and community.

Our mission is to enhance and preserve the quality of life and sense of community through effective and efficient management of the VGC, enforcement of rules and covenants to preserve property values, and support initiatives and capital improvements that benefit the greater good of the community.

In all our activities to achieve our vision and mission we value integrity, fairness, consistency and common sense, community participation, respect, cooperation and sense of community.”

### Next Steps

Preparing the strategic plan requires additional information from VGC homeowners both present and past. Specifically the perceptions of current and past phase and MPMA leaders can help shape the **future governance roles played by phases and the MPMA board**. Jim Hall should be included in this process, as well.

Ray Goff and Scott Towslee, among others, can help identify the challenges and steps required to **document common area maintenance, irrigation systems, and reserves**.

The MPMA Finance Committee and Jim Hall can more fully describe the **fiduciary challenges** requiring VGC's attention.

John and Yvonne Jaso are valuable contributors to **VGC vegetation, landscaping and water conservation** and can be invited to help develop that segment of the strategic plan.

Kurt Carlson and ARC should complete their drafts of **VGC governing documents** using the appropriate legal templates and then make them available for HOA members to review and comment on before finalizing them with the MPMA board.

The Strategic Planning Committee will incorporate the above segments, except the governing documents, into the strategic plan for MPMA board review and action.

## Exhibit A

### VGC Focus Group Roster

<b>First Name</b>	<b>Last Name</b>	<b>Phase</b>	<b>Address</b>
Kurt	Carlson	2	921 Larkspur
<i>Allan*</i>	<i>Fisher</i>	<i>5</i>	<i>857 Covey Ct.</i>
Brian	Rich	5	805 Creekside Dr
Jack	Edwards	6	724 Swainson Ln
Daryl	Schreiner	6	745 Quail Run
Lanny	Collins	7	1081 Creekside Dr
Norma	Sewell	7	1080 Creekside Dr
<i>Cassie*</i>	<i>Siegal</i>	<i>8</i>	<i>728 Goldeneye Dr</i>
Lori	Storey	8	747 Nuthatch Dr
<i>* Schedule conflicts curtailed participation</i>			