

The Villages of Garrison Creek
Master Property Management Association
Wednesday 28 August 2019 [2:00 pm] @ SonBridge

MPMA Directors .. Dick Cook/President, John Cress/VP, Marie Evans/Secretary-Treasurer
Jim Murphy/ARC, Morris Kivett, Marilyn Vogel, Henning Guldhammer

BOARD MINUTES

- 1 .. **Quorum Call & Sign-In Roster:** Quorum established with 4 board members present. Dick Cook, Marie Evans, Marilyn Vogel, and Henning Guldhammer. Absent: John Cress, Jim Murphy and Morris Kivett
- 2 .. **Member Comments, Communications, Brief Announcements:**
 - College Place inspected our sewer lines and recently changed all VGC water meters to allow electronic reading at CP City Hall.
 - There was a question about school busses on our roads; the response is that if we have children that ride those busses, it's proper for them to be on our roads.
 - We have a continuing problem with cigarette butts collecting near the clock tower circle sidewalk and adjacent walking trail. This issue is being discussed with the nursing home.
- 3 .. **MINUTES – July 24, 2019 -** Marie Evans presented Minutes from the July meeting. She pointed out that there are several attachments and encouraged everyone to visit the website to view the entire packet. Marie moved and Marilyn seconded to accept the minutes as presented. Motion passed.
- 4 .. **July FINANCIALS –** Marie Evans presented the financial statement for the end of July 2019. She pointed out that there was still money in the contingency line item for some projects coming up before the end of the year, if necessary. She also referred to the \$12,000 line item for storm water fees that was over-estimated due to the initial data provided by CP. This issue will be discussed in the Finance Committee and a recommendation will be brought to the board.

Marie moved and Marilyn seconded to accept the July financial report as presented. Motion passed.

5 .. **NEW BUSINESS**

A .. **Common Area Sidewalk and Asphalt Repair Bids:** Ray Goff, Common Area Volunteer, reported that several areas of the sidewalks must be repaired for our safety. He suggested we start out with a smaller area this Fall and work towards more repairs over the next couple of years. He will be getting bids on the initial costs but expects to spend around \$3000.00 this year. Marie noted that there was money in the contingency for these kinds of surprise expenses. Ray said that he had also planned for added expense to be taken from the Reserve Fund in 2020.

Ray said that last year Crestlane Drive was crack sealed and seal coated, but a small area just outside of the top gates was not done. This area is in need of repair with an estimated cost \$1500 to be taken out of contingency.

There was a question about whether there would be any sidewalk repairs south of the creek and Ray said that if there were needed repairs, it was minor compared with the sidewalks along Garrison Village Way.

B .. **ARC Question:** Front Yard Maintenance & Repair Responsibilities: Jim Murphy requested that the board discuss front yard issues to clarify who is responsible for maintenance and plant/tree replacement. Dick Cook said he will schedule a meeting with representatives of the villages soon to

determine what is being done by each village and to discuss the bigger picture of how the Individual Villages governments will manage their front yards and internal common areas in 2020 and beyond. There is confusion because each village does its own thing. Some villages replace front yard plants, trees when necessary. Other villages ask homeowners to take more responsibility for their front yard contracting only for lawn/irrigation maintenance and periodic pruning, weeding.

C .. MPMA Board & Special Meeting Calendar

1 .. **Future Board Meetings** [25 September, 23 October, 13 November]

2 .. **VGC Annual Meeting** [Sunday 8 December 2pm @ SonBridge]

3 .. **Special VGC Homeowners' Meetings including Meetings with individual Villages**

a .. Dates/Times TBA during September, October, November: Dick recommended

6 .. CONTINUING BUSINESS

A .. **CCRs DISCUSSION DRAFTS** .. New Bylaws and New Covenants: The Covenants DRAFT is currently being reviewed by our VGC Attorney. The Bylaws DRAFT is being read and edited by a small group of interested volunteers. Thanks again to Kurt Carlson for all his work on these DRAFT documents, and to our volunteers who have taken the time to read and comment. We are working towards having the documents ready for informational meetings this October and November in preparation for a vote in December at the Annual Meeting

B .. Master Board to appoint Nominations/Elections Committee

1 .. **Assessing Volunteer Needs** .. 2020 & beyond [Phases, Committees, Master Board, etc.] It is a time to be looking for volunteers to serve as Association Leaders either at the Board or Committee level or with the Villages. Dick is encouraging all homeowners to consider what they can do to contribute to our homeowners association. Without volunteers, it would be necessary to hire management services that would substantially raise dues.

7 .. PENDING BUSINESS & UPDATES

A .. **FINANCE Committee**: Meetings will start in mid-September. Marie and Jim Hall will co-chair the committee and bring a recommendation to the board at the October meeting.

B .. **East Pond Planning with Ike**: The east pond is being drained and work will begin in September to rebuild the "caved in" edges of the pond and relining the bottom. Ike will also assist in the landscaping surrounds to be completed in early spring. It is expected that the pond rebuilt will be completed in early November;

C .. **New VGC Homeowner/Renter Information Piece**: Dick Cook, Michele Wollert, Cassie Siegel, and Lanny Collins are working on a document that will be helpful to new owners and current owners regarding our responsibilities.

D .. **Web-Master Replacement for Dave Gullo**: We have a couple of people who are considering this volunteer position.

E .. **VGC Membership Directory**: Marilyn Vogel is working on the directory and contacting village leadership for assistance. It is important that we have emergency contact information for our homeowners as well as updated emails, etc.

F.. VGC Strategic Plan, July DRAFT: This will be placed on the website. Dick reminds us that this is a working document and a guide for the use of our Board and Villages when planning for the future. Dick thanked the SPC Committee [Jack Gisler, Dennis Olson, Kurt Carlson and John Cress]
G .. Committee updates: Jim Murphy, ARC has been ill but submitted a report. ARC continues to be busy responding to questions and offering assistance as needed.

8 .. **EXECUTIVE SESSION:** Marie moved, and Marilyn seconded that the board go into Executive Session to discuss legal issues related to a lien. Motion passed. Executive Session lasted several minutes, and no action was taken. Meeting adjourned.

9 .. **Next Board Meeting** .. September 25 2019 [2:00 p.m.] at SonBridge Community Center

Attachments: Common Area Report
ARC Report
Front Yard Maintenance

VGC MPMA Board Meeting...8/28/19

Common Area Maintenance Updates

- Asphalt Cracksealing & Sealcoating
- Sidewalks...Grinding Cracks

1) Cracksealing & Sealcoating

- a) Asphalt in SE Covey Court in Phase 5 and SE Quail Run in Phase 6 were cracksealed earlier this year, slightly overspending our 2019 Operational Budget.
- b) We now have cracks on SE Crestlane between the two gates in Phase 10 asphalt that we did not anticipate because Phase 10 was sealcoated in 2018.
- c) We have also identified additional cracks in the SE Crestlane asphalt outside the Phase 10 north gate in front of 1016 Crestlane which is halfway outside the north gate and in front of 1010 SE Crestlane. It turns out that the asphalt in front of half of 1016 and all of 1010 were also erroneously not sealcoated last year.
- d) See Klicker's Asphalt bid, Attachment 1, to crackseal all asphalt cracks in Phase 10 and to sealcoat the asphalt in front of 1016 and 1010 SE Creekside before winter.....\$(hopefully under \$1,500, to be determined) to be funded out of the contingency. (Jason Jenkins committed to providing Klicker's updated estimate before the Board Meeting..and I will update this document for the report at the Board Meeting)

2) Concrete Sidewalk Crack Grinding

- a) In years past, VGC has done some replacement of sections of our VGC sidewalk system and has done some grinding of the intersection in the concrete sidewalks that are "trip hazards" caused by concrete settling or tree roots pushing up sections of concrete. These "trip hazards" are dangerous for our pedestrian traffic.
- b) We had \$10,000 included in the 2018 Operating Budget for concrete sidewalk repairs but did not judge those repairs were needed in 2018, and we did not spend those funds.
- c) We included \$1,000 in the 2019 Operating Budget to begin grinding these "trip hazards" to gain knowledge of the process, but have now found the problem is much more extensive than we anticipated.
- d) In July 2019, Tom Emmerson and Ray Goff inspected our entire sidewalk system and found 50 areas that we hope can be eliminated by grinding the concrete to make gentle slopes vs the existing right angle "trip hazard" areas.
- e) We have been frustrated by concrete vendors who obviously have more work than they can handle and have not returned our requests for bids for the work. Three contractors didn't return our calls and a 4th walked the entire sidewalk system with us, but would not submit a bid nor return our follow-up calls.
- f) We now have a bid from Ziegler and Company (Zaco)...see Attachment 2. The bid is \$14,292...way beyond our 2019 Operating budget for the project. Also we may find that grinding does not solve all of our problems, and some sections might have to be replaced. For 2020, we have \$10,031 for concrete sidewalk repairs in the Reserve Study now being updated.
- g) Recommendations:
 - 1) Commit to do \$4,000 of the concrete grinding in 2019, funded by \$1,000 from the 2019 Operating Budget and \$3,000 from the 2019 Operating Budget contingency, and;
 - 2) In the Reserve Study now being updated, increase the 2020 Concrete Repair amount to \$17,000 (vs the \$10,031 currently in the Study) and complete the grinding project asap in 2020. That will leave us with \$6,000 remaining in the Reserve Study to spend in 2020 to address what we believe will be replacement of concrete sections to address areas that crack grinding proves unsuccessful.

Ray Goff, Volunteer
Common Area Maintenance Coordinator
8/26/2019

Attachment 1

Klicker Enterprises
61471 Mill Creek Rd.
Walla Walla, Wa
99362



Estimate

Name/Address

Villages of Garrison Creek
Home Owners Association
PO Box 694
College Place, Wa 99324

8/26/19
Update to add
crack sealing + sealcoating
for 1016 + 1000 SE Crestlane
(outside Phase 10 north gate)

509-529-9045

klickerenterprises@gmail.com

www.klickerenterprises.com

Date	Estimate No.	Project
08/26/19	840	

Description	Quantity	Cost	Total
PROJECT: Phase 10 Crack Seal		0.00	0.00
Clean all cracks with high pressure air, and inject them with Crafcro road saver 546 hot crack filler		350.00	350.00T
College Place Tax Rate		8.70%	30.45

Thank you for the opportunity to estimate your project. We look forward to working with you.CCB209313

Total \$380.45

Attachment 2

Ziegele and Company, Inc.

dba Zaco Construction

509 SE Birch Avenue

College Place, WA 99324-1218

Estimate

Date	Estimate #
8/15/2019	445

Name / Address

Project
Villages of Garrison Creek

Qty	Description	Total
	Labor to grind down all trip hazards in Villages of Garrison Creek.	13,700.00T

	Subtotal	\$13,700.00
	Sales Tax (8.7%)	\$1,191.90
	Total	\$14,891.90

This bid is good for 30 days from date on estimate.

ZACOC**945N1

Kenny 520-3293

Signature _____

ARC Report – August 28,2019

A little slow this month due to health issues.

- Approved Solar Panel installation on Home in Phase 8
- Approved Re-painting Home (color change) in Phase 7
- Waiting for feedback from 2-Homeowners to review final plans and permits for (1) man-door and house paint (color change), and (2) Fence and pergola.
- “ARC Information” WebPage is being updated regularly to show status on all requests. (Take a look)
- Began process to create PDF files for VGC Plat Plans and Riparian Landscaping
 - PDF Copies are on special limited access VGC Web Page
 - Currently: 1-page Plats for – *1, *2, *5, 6, 7, 8, 9, 10, and 3-pages for Riparian Area*
 - * denotes “final”
- Delayed Plans (health issues)
 - research on use of phone Message system (Grasshopper)
 - Plan to plant “Yield Sign” in Sept/Oct
 - Plan to have “Movable Traffic Sign” in Sept
 - Delay on painting of raised concrete sections on GVW walkway
 - Plan to complete in September

Jim, Tom, and Dennis (ARC)

Welcome to The Villages of Garrison Creek!

Walla Walla Valley's Premier Private Planned Community
(August 2018)

Following is information that new members and residents will find useful:

DUES

Each phase chooses their own front yard landscape maintenance service provider, establishes their own budget, reserve, and collects association dues. Each phase selects a treasurer. Members pay their required monthly dues to their phase treasurers. A portion of the dues collected are forwarded by the phase treasurers to the Master Property Management Association each month (which are used for the administration and maintenance of all VGC common area property).

Dues include:

- Front yard care (lawn and plant beds only)
- Common area maintenance (Maintenance of all VGC property/infrastructure not located within a privately owned lot).
- Water and Sewer (Except for phase VIII & IX)
- Administrative expenses (see VGC Annual Budget).

Note: Unlike all other phases, phase VIII & IX homes each have their own water meters installed. Owners are responsible for their own water and sewer in phase VIII & IX. (Water and sewer service is provided by the City of College Place).

UTILITIES

Members in all phases are responsible for the following:

- Electricity – Two providers service the VGC, depending on location. Columbia Rural Electric Association (Columbia REA) 509-526-4041 or Pacific Power & Light (PP&L) 888-221-7070.
- Garbage Service – Basin Disposal 509-525-1711

MISCELLANEOUS INFORMATION

While all front yard irrigation systems (watering times) are controlled by the phase from a central station, proper maintenance of the irrigation lines & components on an owner's property are the responsibility of the owner in partnership with their phase government.

Back yard maintenance and operation of the irrigation system is also the responsibility of the owner. With only a few exceptions, irrigation of back yards is controlled by owners using their own timers. (If you have any questions about how to control your back yard watering please contact your phase leader. They can put you in contact with someone who can answer your questions).