



## **Master Property Management Association**

### **Board Meeting Minutes**

**August 31, 2022, Son Bridge**

**VGC Board of Directors – Linda Olson, Dick Cook, Marie Evans, Denise Bartlow, John Cress, Henning Guldhammer, Mike Serra**

**Guests** – Kurt Carlson, Ruth Scofield, John Jaso, Gary Gifford, Donna Fisher

**Welcome** – Linda opened the meeting and asked all to introduce themselves.

**Quorum Call** – Five board members present. Linda Olson, Marie Evans, Denise Bartlow, John Cress, Mike Serra. Absent – Dick Cook, Henning Guldhammer. Quorum is met.

**Minutes** – The July 24, 2022, minutes were presented. Marie made a motion to accept the minutes as presented. Mike seconded the motion. **Motion passed unanimously.**

**Financial Report** – The July financial report is posted on the website. Marie reminded all that we continue to be over budget on the legal line, and anticipate that amount will continue to rise while working with our attorney on Phase Five Development LLC. project. Our legal fees for the lawsuit are covered by the insurance company and are not part of our budget. As the Finance Committee begins working on 2023 budgets, Marie pointed out that there are very few areas that are under our control. Contracts for maintenance are set, as are vendor costs. Fertilizer spraying is contracted, and the city sets the utilities rates. She noted that within the financial statement all checks written are included, along with all expenses being noted. She is anticipating an increase in dues for the next year. Mike had a question on the reserve fund account, what was the \$55,000 showing as under? This was the savings from the pond refurbishment, under what the reserve analyst anticipated. Marie made a motion to approve the financial report of July 2022. Linda seconded the motion. **Motion passed unanimously.**

### **Committee Reports**

**ARC** – Linda reported for ARC. Ray and Linda met with new homeowner at SE Creekside to discuss the large common area behind their home. When weather cools, volunteers will work on relandscaping this area, removing cement blocks and décor. Arc approved home colors, answered realtors phone inquiries, and assisting in repurposing hostas donated from a resident.



**Landscaping / Reserves** – Please see attached document for report. There was a discussion on how to maintain the vision of the Villages for looks of front yards by all residents if a homeowner chooses not to spray. Should this be part of the spraying budget in the future? Gary asked a question concerning project dollars and how it relates to reserve funds. Marie explained how bills are kept separate for GVW and common grounds, so the new development will pay their share of those expenses. There as a discussion concerning the various sub cats used for irrigation. John asked about the flags that are put out in the SOC area. He asked what it was for. The flags are being used for chip putting practice, and no further plans. Marie made a motion to accept the landscaping proposal for tree trimming. Mike seconded the motion. **Motion passed unanimously.**

**Social / Welcome** – Presently the committee has delivered 7 welcome bags to residents. There have been 11 home sales. Several new home owners have not yet moved here. This is a slower pace than last year, as the real estate market has decreased. The committee is planning two fall events. On September 11<sup>th</sup>, there will be a dance performance by the Colors of Mexico, a dance troupe owned by Hugo of Tree Amigos Landscaping. The committee will be providing a taco bar and refreshments, asking for donations that will go to the troupe. The CCR ad hoc committee is planning on a table to help educate residents on the upcoming proposed changes. On October 9<sup>th</sup>, an October Fest/ Volunteer Fair is scheduled. A BBQ of brats and side dishes, with a beer keg is planned, and Volunteer committees are asked to have a representative who will visit with residents, answer questions, and hopefully guide them to volunteer.

**Safety / Security** – Plans are in place to repaint the pedestrian cross walk at Creekside which was covered by the road sealant. In addition, Village 9 has asked for a crossed to be marked when the trail meets the road. On August 12, 2022, resident phoned police due to suspicious activity in the overflow parking lot. Law enforcement responded, but was unable to determine any activity. A reminder to residents who park in this lot. This property does not belong to the Villages of Garrison Creek, and it's use is entirely at your own risk. There have been prior instances of theft. A Village 7 resident informed us that in August the mailboxes were opened during the night, and mail thrown out on the ground. This has occurred before, and residents are highly encouraged to remove mail from the boxes as it arrives, and not to leave it out overnight. A resident has reported that “human” food is being left for ducks. This type of food is not healthy for our duck families, and has the potential to attract nuisance varmits. Residents are asked not to feed the ducks anything other than legitimate duck food. The feeding of whole shelled peanuts to the squirrels has caused difficulties for some residents. The squirrels often bury these in yards where dogs have dug them up and eaten them. This has caused dietary issues. As a large amount of our residents have dogs, it would be appreciated if the squirrels were not fed whole shelled peanuts.

**CCR's / Bylaws** – The ad hoc committee has scheduled a meeting for September 8<sup>th</sup> for a final review of the documents. They will be sent to the attorney for review, and presented to the board at the October board meeting.

**Phase Five Development LLC.** – John stated that there is nothing new happening. We are currently waiting for feedback from the attorney on the pending sale of the property.

**Member Comments** – A Village 8 resident expressed concern about the upkeep of landscaping in the common areas between homes. A Village 7 resident expressed the overall landscaping was not good. Marie let everyone know that the info email address for the Villages continues to receive lots of mail. It is an excellent way to contact someone quickly. Mike indicated that he has had comments concerning the timing of board meetings, as residents who are working have a difficult time attending. Gary asked about billing for HOA dues. He stated that he had not received a bill since he moved here in June. Gary also added that as a new resident he was very impressed with the upkeep of the property, and also noted that visitors to his home expressed the same appreciation. .

**Executive Session** – Marie made a motion to leave the board meeting and go to executive session for the purpose of discussing legal, delinquencies, and personnel. Mike seconded the motion. **Motion pass unanimously.** No action taken during executive session. Marie made a motion to come out of executive session. Denise seconded the motion. **Motion passed unanimously.**

**Adjournment** – Linda adjourned the meeting.

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## **VGC Board Meeting 8/31/22**

### **Common Area Landscaping & Maintenance Committee Report & Reserve Committee Report**

#### **Common Area Landscaping & Maintenance Committee Report**

1) VGC common area and homeowner lawns...billbug and armyworm infestation

- Lawns Plus and Tree Amigos Landscaping, LLC have cited infestations of armyworms and billbugs in VGC common area and homeowners' lawns.
- Lawns Plus advised that healthy, well-fertilized and well-watered lawns can often withstand the effects of these two common lawn pests, but in periods of very hot weather, both insects can “yellow” or kill grass.

- Two different chemicals, one for top-feeding armyworms and another for root-level-feeding billbugs are required to control the two insects.
- We recommend approval of engaging Lawns Plus to apply these two chemicals on all common area grass areas. We are awaiting a bid, but anticipate a cost less than \$1,000 including tax. We further anticipate that this cost, together with earlier year non-budgeted pre-emergent spraying on the V9 hillside, will cause the Operating Budget subaccount 7610 “CA Fertilizer & Sprays” to be unfavorable, directionally, in the \$1,000 to \$2,000 range.
- Lawns Plus has indicated it can treat individual homeowner’s front and back yards with the two chemicals for \$50-\$75 per household. Homeowners interested in purchasing this application should contact Lawns Plus at 541-276-7934 to get a bid and contract for this insect application.

## 2) V5 Asphalt Repair/Crack Sealing and Sealcoating

- We contracted with John’s Excavation & Asphalt for the cutout and replacement of three areas of asphalt and the overlay of another low area of asphalt on SE Covey Court. This work has been completed at a cost of \$5,176. This will cause Operating Budget subaccount 1688 “Pavement Repair” (2022 Budget = \$350) to be approx. \$4,800 unfavorable for 2022. (Due to the uncertainty of the need for future pavement repair, we are recommending moving this expense from the Operating Budget to the Reserve Budget for 2023 & future years with a projected spending level of \$5,000.)
- Additionally, we contracted with Klicker’s Asphalt to crack seal the asphalt in Covey Court and portions of SE Creekside in V5. This work was completed, with the cost of this crack

sealing to be included in the Klicker's \$12,100 bid for crack sealing all asphalt in all Villages later this year. We recommend charging this expense to Reserve subaccount 1109 "Pavement- Cracksealing". This will cause Reserve subaccount 1109 to be approximately \$5,900 unfavorable to the 2022 Projected Spending Plan. However, this is not a "real" unfavorable variance because we did not crackseal last year and therefore, did not expend \$6,000 in the 2021 Projected Spending Plan.

- We also contracted with Klicker's Asphalt to sealcoat Covey Court and portions of SE Creekside in V5. This work was completed at a cost of \$5,783....approx \$800 favorable to Reserve subaccount 1054-0 "Pavement – Sealcoat V5".

### 3) Repair of Leak in Clock Tower Well/Creek Underground PVC

- Tree Amigos Landscaping, LLC responded to a flooded back yard at 970 SE Creekside. At 7-ft depth, they discovered a leaking joint of 6" diameter PVC.
- The leak has been repaired. MPMA has not been invoiced for the work thus far, but we anticipate a cost under \$2,000 including tax. MPMA may also need to cover the cost of a replacement tree in the homeowner's back yard as TAL had to dig through approximately 30% of the tree's root structure. We won't know of the tree's health until next summer. We recommend the repair cost and the possible tree replacement cost to be charged to Reserve subaccount 1095 "Underground Sprinkler Pipe-Master Areas—5%".

### 4) Tree Monkeys, LLC Tree Maintenance Projects

- Tree Monkeys, LLC removed two dangerous cottonwood trees overhanging the MPMA riparian area and a neighbor's steel fence near the V7 pocket park.
- Tree Monkeys also trimmed the suckers forming on the bottom 20 feet of the ash trees on GVW between Larch St and SE Creekside. This was done while the suckers are small so don't recreate the major cleanup expense we incurred two years ago after years of no maintenance on the trees.
- The total cost of the two projects was \$3,100 plus tax, which we recommend charging the individual project costs to Reserve subaccounts 1078 "Garrison Creek Tree Project – 2022 Cottonwood Tree Removal" and 1086-0 "GVW Tree Care". We anticipate both Reserve subaccounts will be favorable by yearend 2022.

5) Refurbished Irrigation...Trails 1, 2 and 3

- The irrigation lines on Trails 1, 2 and 3 were very old, leaking irrigation water in many areas and irrigating areas that did not require irrigation.
- The project to refurbish the irrigation lines and configure it to irrigate only plants that need irrigation was approved in 2020 but delayed due to Covid and the passing of our previous landscaper, Ike Muro.
- The project has now been completed by Tree Amigos Landscaping, LLC, but we have not been invoiced.
- We anticipate a cost of less than \$2,000 including tax. We recommend charging this expense to the Reserve subaccount 1113 "Non-GVW Tree/Shrub/Other Refurbishment".

6) Clock Tower Storage Annex

- We continue to be delayed awaiting College Place approval of our construction permit. CP has rejected our contractor's first two permit applications and has now required that we hire a Professional Engineer to document the location of the Annex.
- The PE has been retained and submitted the requested input to CP.
- It's very frustrating for a project entailing the construction of a simple structure with 4 walls, no water, no plumbing & no sewer nor septic tank.
- The long series of delays have caused us to lose the discount on the "cottage" kit that was available when we started the project almost a year ago and now the upcharge of retaining a PE. We are still trying to manage within the \$43,000 project cost approved by the Board several months ago.

7) Request for Approval of Major Tree Surgery for Storm-Damaged Tree on Walking Trail

- A combination of a heavy fruit load and this summer's windstorms has caused the breaking of most of the top limbs of a Cherry Plum tree SOC midway between Bridges 1 & 2.
- The job is too dangerous to be handled by our volunteers, so we request approval of our retaining Tree Monkeys LLC to do the required tree surgery, hopefully to enable us to save the tree.
- We would do the project in the Oct/Nov timeframe after the tree is dormant.
- We are awaiting a bid, estimated to be less than \$1,200 including tax.
- We are requesting Board approval at this time so we can get on Tree Monkeys, LLC's busy schedule. If the project is

approved, we recommend charging to Reserve subaccount 1086-0 “Non-GVW Tree Care”.

#### 8) Volunteer Projects

- Continued thanks to Yvonne & John Jaso (V7), Joe Roemer (V8), Paul Espinosa (V9), Sharif Bakoum (V9), Anita Long (V7), Gib Condie (V7) and Donna Fisher (V5) ..and forgive me of whoever I’ve missed...for their continuing volunteer landscaping and maintenance efforts that save our community thousands of maintenance dollars each year.
- Upcoming volunteer projects are: 1) Removal of cottonwood limb overhanging the patio of a Garrison Creek Heights neighbor (the tree is rooted on the hill SOC, SSW of Bridge 3); 2) Removal of 7 nuisance/deformed Willow Trees from the V7 riparian area located in the MPMA common area riparian zone; 3) Removal of concrete pavers from the V7 riparian area in MPMA common area. The pavers are unsightly and installation was not ARC nor Board approved), and; 4) Cleanup of storm-damaged branches & other materials from SOC

#### **Reserve Committee Report**

The VGC Reserve Committee (Henning Guldhammer, Joe Roemer, Rand Strobel, Dave Siviter and Ray Goff), along with VGC President, Linda Olson, met with Joel Tax of Reserve Data Analyst, Inc (RDA) on 8/22/22 as part of our mandatory on-site inspection of the VGC grounds by RDA every 3 years. With input from VGC Accountant, Jim Hall, we provided RDA with updates to VGC’s projected 2022 yearend Reserve Spending and the first draft of the 2023 Reserve Projected Spending Plan. We anticipate having RDA’s 1<sup>st</sup> draft of the 2023 Reserve Spending Plan and



estimated 2023 Homeowner Reserve Assessments for discussion with the Board prior to the September Board Meeting.

Ray Goff

Volunteer, VGC Common Area Landscaping and Maintenance  
Committee

and

Volunteer, VGC Reserve Committee

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