

Wells Landing HOA Board Meeting Minutes  
February 16, 2019

The meeting was called to order at 10:00 a.m.

In attendance: Jeff Berk, Don Johnson, Linda Olsen, Dena Calivas, and Pat Markham

**1. New Business**

- A. **Change to Board Member roles:** Dena Calivas has assumed the role of Social Coordinator, and Pat Markham has assumed the role of Secretary. Jeff Berk remains President, Don Johnson remains Vice President, and Linda Olsen remains Landscaping Coordinator.
- B. **Position Paper - Meeting Minutes Discussion (Don)**  
General discussion about Robert's Rules and new procedures we plan to adopt: to review and approve meeting minutes; how we'll vote and record votes; and how meeting minutes are to be made available to individuals who request them.
  - 1. The Board will immediately adopt the following procedural changes:
    - a. We will separate the Meeting Minutes and Newsletter into two separate documents.
    - b. The Board has elected to post the approved meeting minutes to the web site. In the interest of transparency, we will record points of discussion that lead to decisions and actions to be taken.
    - c. Meeting minutes will be disseminated by email; changes and/or corrections will be integrated into the document and approved by the Board. The approved meeting minutes will then be posted to the web site.
    - d. A maximum of seven years' of meeting minutes will be retained.
    - e. When the Board votes on any item, the votes of individual Board members will be recorded in the meeting minutes. Unanimous decisions will be reported as such.
- C. **Finances and 2019 Annual Dues (Jeff):** Four homeowners (representing a total of six properties) have not paid their annual dues. The Board will attempt to obtain a local contact for Nancy Wu, California owner of three properties. The Board will continue to move forward to obtain monies owed using remedies in place. The Board has approved an increase to the late fee for dues to \$25, in addition to interest.  
There was discussion about increasing the cost of estoppel letters from \$75 to the prevailing rate of \$250. Problem is, we wouldn't see any of that additional money, as we are a non-profit – it would go to our accountant/administrative service company. *Follow-up: Additional research will be conducted by President Berk to determine how best to allocate an increase in estoppel fees.*
- D. **Concurrence Committee (Pat):** The Board comprises the ARB (Architectural Review Board) committee, responsible for reviewing and approving requests from homeowners for changes to the exterior of their home. The Concurrence committee is new, made up of resident volunteers who will be supporting the ARB committee. Board member Pat Markham has volunteered to serve as the group's facilitator. *Follow-up: Pat will contact those volunteers and meet with them to discuss the process and their responsibilities.* They include Brett Markley, Sherry Galloway, Sandra Fidler, Sandy Leepart and Cheryl Susser.

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2. **Old Business**

A. **ARB issues**

1. Painting is incomplete on Pine Forest for [redacted] an and Kevin Montalvo.  
*Follow-up: We need to confirm these are the only two that are incomplete.*
2. [redacted] 582 WO has recently painted his steps by his driveway grey.  
*Follow-up: Dena will call Fred about his steps –our next step is a certified letter.*  
[redacted] steps at 574 WO are still stained barn red versus painted grey, but she is working to get on Chris' schedule to have them painted.  
No resident in this building of four units has the stairs to their walkway painted correctly.
3. Laura Ritter's steps are nearly painted. A rotted board that was replaced now needs to be painted.
4. [redacted] driveway at 540 WO - Review indicates he is now in compliance. He submitted two new ARB requests, which were approved (security camera, and curbside landscaping).
5. [redacted] 513 PF – Installation of pavers on side and at the back of her house was completed without ARB approval - and they look fantastic!  
*Follow-up: Jeff Berk will call to remind her that ARB approval is required, no matter how small the change.*
6. [redacted] 521 PF – Excess wood has been removed. Front door still does not comply (it is stained, not painted). We need to confirm that deck is in compliance.  
*Follow-up: Board member will review ARB to confirm if it's one or two colors.*

B. **Landscaping at Islands and Entry**

Linda reviewed proposed plantings and received approval for plants at entryway, ground cover for islands and two pavers leading to the flagpole. *Follow-up: Next steps include pricing and installation.*

C. **Community Flag and pole**

The community flag has been installed and looks great! The Board opted to do without a dedication plaque.

D. **Combo locks for doors at Pool storage**

Installation is complete. Combination will be given to President, VP, and Cleaning Company (Joan).

VP Don Johnson has volunteered to approve pool reservation requests.

3. **Repairs/Landscaping**

- A. **Menu Board modifications:** Kevin Montalvo has graciously offered to make needed modifications to the sign for the cost of materials only. The sign will be lowered, and a wooden frame (painted in Alaskan White and Wells Landing Grey) built around it.  
*Follow-up: Kevin said he could complete this work after he completes his home painting.*

#### 4. Review of Contracts

##### A. Fertilization/Pest Control (Linda)

Landscaping Coordinator Linda Olsen reported on the five bids she received from lawn maintenance companies. Some companies noted that our acidic soil needed aeration, and that the heavy leaf cover prohibits chemical saturation.

The Board has elected to pursue a contract with Massey, based on the following review.

1. Peninsular Rejected for lack of transparency. Service costs \$1800. They refused to share the chemicals they use in their proprietary formula.
2. Trad's A known entity (we used them in 2017). Service costs \$2076. Chemicals used include: **MSM, octane, Celsius, Barricade, Princep, Nitrogen 46-0-0**. Warnings against skin contact, inhalation, or ingestion. Waterway contamination.
3. Freedom Rejected, due to excessive chemical use. Service costs \$2256. Chemicals used include:
  - Insecticides: **Bifenthrin, Imidacloprid, Lamba-cyhalothrin, Pyrethrins, Chlorantraniliprole**
  - Herbicides: **Thiencarbazone-methyl, 2-4 d, dithiopyr, halosulfuron-methyl**
  - Fungicides: **Thiophanate Methyl, Azoxystrobin, Trifloxystrobin**
  - These contain warnings of possible carcinogens, nausea, detrimental effects to the central nervous system, liver, kidney, and bladder, and respiratory, reproductive and developmental toxicity. Waterway hazard. Highly toxic to bees.
4. Massey Lawn Care (separate from Massey Pest Control) Chemicals used include **Aloft** (low toxicity to humans), **Acclepryn** (reduced risk pesticide/low toxicity), and **Atrazine** for weeds (hazardous, potential liver, kidney, heart damage – possible carcinogen). They claim their program is bee-friendly! Service costs \$2252 (lawn only), \$3053 (lawn + shrubs). All shrubs, etc. in common areas and islands would be treated, as would shrubs, azaleas, and ground covers, (but not flowers, flowering plants or individual potted plants) within the first 5 or 6 feet of lawn area in the right of way near the street.
5. Royal: Rejected due to excessive costs and lack of transparency. Service costs \$5,700 (lawn only), \$8,400 (lawn + shrubs). Unspecified chemical usage; "continually changing due to innovations in the field".

##### B. Misc. Landscaping

1. Jasmine requires fertilization annually – Linda has generously offered to fertilize the community jasmine for the cost of materials.
2. Residents will have the ability to opt out of lawn treatment services. Details will be provided in the upcoming Newsletter.
3. If we have time, the Concurrence Committee may join the Board in the neighborhood walkthrough this spring.

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5. **Miscellaneous Items**

- A. **Newsletter Printing costs:** Dena reported a cost difference of \$25 between color versus black and white, and the Board voted to continue printing the Wells Landing newsletter in color.
- B. **New ARB Requests**
  - 1. Emily Sturman – ARB for tree removal is not approved. Must complete home painting to gain compliance for additional ARB consideration. Board needs detail of landscaping changes and replanting of trees. *Follow-up: Jeff will make contact to request further clarification.*
  - 2. Joene Hall – Concrete (approved)
  - 3. Yolanda Munoz – #1. Smooth/extend concrete driveway up to property line (work around water meters and neighbor's driveway); need to submit photos of current driveway and sketch of desired changes. #2. Remove ugly tree in front yard; approved, but must be replaced with another tree. *Follow-up: Linda can work with Yolanda to suggest an acceptable replacement.*
  - 4. Kevin Montalvo - Replace window with solid exterior door with top ¼ window (will approve once home painting is complete)
- C. **Pool Area Cleaning Services** – Will begin on March 1, with a \$5 increase for weekly cleaning services to \$75.
- D. **Old Community records** – New project for our to-do list! Old files and records need to be reviewed to determine what should be kept and what can be trashed. Then, all records must be organized to adhere to retention requirements. *Follow-up: Need board member(s) to volunteer to begin this work.*
- E. **Massey Termite Inspection Reports** – Need to get that information from them. *Follow-up: Jeff will report at our next meeting.*

Our next Board Meeting is scheduled for Saturday March 16 at 10 a.m. at the community pool.

Adjourned at 12:03 p.m.