

**Diamond Peaks at Leisure Woods I&II
PO Box 26241 Prescott Valley, AZ 86312**

**Board Meeting Minutes
July 11, 2022**

Call to Order: By President Adam Gaudinski at his cabin, 17:07

Board Members in Attendance: Mark Allen, Frank Alverson, Adam Gaudinski, Stephan Schepergerdes. Absent (family emergency), Kim Audova.

Non-Board Members in attendance: none

Approval of Minutes: the Annual Member's Meeting minutes of June 11, 2022 were reviewed and unanimously approved.

President's Report:

- The Oregon Business Registry has been updated with the new President and Secretary and change of business address information arising out of the June Annual Member's meeting and election results.
- Updates to the board member's Need to Know binders are going out electronically. Board members have access to the Live Owner's List, board members will guard owner confidentiality by being aware of how information from this list is used/shared.
- DPHOA business address follows the bookkeeper Deborah Sheeks, Bookkeeping Strategies. She has moved to AZ but will continue as our bookkeeper.

DPHOA business address is now:

Diamond Peaks HOA
c/o Deborah Sheeks
PO Box 26241
Prescott Valley, AZ 86311

- The board is aware of the need to incrementally update CCR and Bylawys, for example while the correct fee for water hookups is found on the website on the Water Service Application, there is reference to an outdated hookup fee in the currently published CCR document.

Treasurer's Report: Nothing new since what was reviewed at the Annual Member's meeting last month. There is very little accounts receivable, minimal water expense so far this year and all excess funds are saved to the Reserve Fund in order to anticipate major component maintenance/repair/replacement expenses without Special Assessments of the owners if at all possible.

Roads:

- Brush Removal: HOA right of way needs attention. We are soliciting bids from Hector's Landscaping and Royce Mountain Construction for brush removal and possible spraying.
- Chip sealing was done in 2017, projected to last about 7 years. As 5 years have already lapsed, and some cracks are evident that may require crack sealing we are looking into whether another chip seal application should happen in the next two years or whether an alternative polymer product (being applied to the Summit HOA roads today) may be a resilient option. Looking into cost estimates before the next board meeting.
- Gravel and (small) boulders at the corners near the road signs keep getting displaced during snow removal and being hit by vehicles, especially contractors. Some owners favor larger boulders and also would like more accountability from the snow contractors to restore pre-snow removal conditions at the end of the snow season. See below. There are four intersections with signs in our HOA. Will solicit bids to accomplish placing larger boulders at the street corners.

Snow Removal Contract:

- Review of 2021/2022 Snow removal contract as a baseline for our HOA's requirements of any future provider. Will add language to the effect that the final of the six monthly payments (1/6th of whatever the annual bid is) will be paid out upon road and shoulder inspection by the HOA after the snow season in order to ensure that road and road intersection/sign damage has been adequately addressed. See above. Board members will review and approve updated contract and it will be sent out for bid hopefully with response before the next meeting in October, 2022.

Water:

- Backflow testing, required annually, will be done by Mike Briesmeister this month.
- Alterations around the well head and reservoir should take into account national requirements to secure against terrorist acts.
- Review of pump and well head conditions by Tye Engineering May 17, 2022. Engineering report was received on the date of this meeting, so not yet officially read by the board. Highlights: replace a valve and other hardware to minimize leaks onto the surface of the concrete pad inside the well head enclosure. Secure electrical outlet box better. Vent air relief valve outside the enclosure. Consider patching of crack in existing well head pad along with better gravel support of pad, or better yet replace the existing concrete pad while setting a pre-fab shed on concrete footings to allow better access around the well head infrastructure and a more sturdy platform to secure everything to for the future. This should also include attention to the high surface water flow at certain times of the year with possible installation of perforated pipe on the uphill side of the well head enclosure to protect the well head foundation. Much more research into Tye's recommendations and cost to be done. Work to be coordinated with recommendations from our water operator: Delta Operations. See Appendix below.

Of note: Given the excess surface water conditions around the wellhead at times it is as if our wellhead sits in a "wetlands." Tye Engineering did not offer an opinion about whether we are in a wetlands, but noted that if we are, any disturbance of the ground in the area that amounts to more than 50 cubic yards "of removal, fill, or alteration in wetlands requires extensive permitting." It is not expected that any modifications we undertake would exceed this limit.

New Business: none

Adjournment and Next Meeting:

The meeting was adjourned at 18:08. Doodle poll will go out to find best meeting time in October, 2022.

APPENDIX

3.3 Recommendations Table

Interior

Description

- 1 Replace 2" gate valve with a 2" Ball Valve
- 2 Inspect D-040 Combination Valve
- 3 Install D-040 Combination Valve sans vinyl tubing, monitor for discharge
- 4 Hose Bib discharge container
- 5 Hose bib disconnect and/or vinyl tubing replacement
- 6 Removal of all loose wires and capping any exposed lines
- 7 Inspect Control box for proper capping of removed switch
- 8 Securely attaching 4 plug box, possible upgrade to outdoor rated cover
- 9 Elevate portable heaters off of floor, place away of discharged water
- 10 Conduit pipe all electrical lines
- 11 *Properly seal crack in concrete pad
- 12 Verify source of pump shaking - Inspect for air leaks
- 13 Installation of check valve on water line if required
- 14 Inspection of capped port on casing

Exterior

Description

- 15 Sheet flow conveyance system
- 16 *Concrete Pad stabilization & support or replacement
- 17 New Enclosure - heating & vent system

Recommendations Table

*Recommendations should be implemented concurrently, no independent of each other