

Diamond Peaks at Leisure Wood I & II HOA Inc.
PO Box 26241, Prescott Valley, AZ 86312
Website: diamondpeakshoa.org

October 30, 2022 DPHOA Board Meeting Minutes

Call to Order

- Meeting called to order at 13:09 by President Adam Gaudinski
- Location: Kim Audova's cabin, in person meeting

Board member attendees:

- Mark Allen, Frank Alverson, Kim Audova, Adam Gaudinski, Stephan Schepergerdes

Non-board attendees:

- Dennis Erickson
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Meeting Minutes (June 2022):

- Minutes from June 2022 Annual Member's and Board meeting previously approved by email, unanimously, posted to website

Housekeeping:

- Board member updated Need To Know binders distributed
- Division of duties:
 - Vice President, Frank Alverson, to back up Adam if unavailable
 - Water Committee: Adam and Mark Allen
 - Road/Snow Removal Committee: Kim Audova
 - Secretary: Mark Allen
 - Treasurer: Stephan

Treasurer

- Account Balances: Checking: \$37,639 Savings: \$200,402 after transferring \$51,000 from checking to Savings this past month. This should leave enough in checking to pay upcoming monthly snow removal cost. Income from dues/water January 2023 anticipated.
- Approve annual budget. We will use same figures from 2021/2022 budget. Some fixed costs such as insurance and Zoom and State of OR business registration, etc. Some variable such as phone, electricity, water system repairs. By far largest expense is snow removal. Building up Reserve Funds approx. \$25-30,000/year. Bookkeeper has changed to fixed monthly cost of \$375. This is \$4,500/year, up from budget of \$4,000/year. Less keeping track of time spent on bookkeeper's end will eventually save money. Will post Profit and Loss/Budget vs Actual to website at end of 2022.
Bookkeeper Deborah Sheeks moved from Bend, OR to Prescott Valley, AZ. She has been very reliable, trustworthy and pleasant to work with and wants to keep our business so

she will serve us remotely. Worked with US Bank (8th Avenue, Eugene, OR) in October 2022, Jacob Henderson banker, to remove David Nguyen (recent Treasurer and President) from the accounts and make sure Treasurer Schepergerdes has full online and account access. Also updated ATM card for Deborah given her needs for access closer to home in AZ. This means she has an ATM card that she could abuse to withdraw HOA funds, (checking account access only), the downside of the card giving her the ability to deposit checks without going to the bank. Other options (SinglePoint and check deposit machine supplied by bank) carry fees of over \$50/month, but more secure.) **Solution:** Deborah has new card, Treasurer will monitor checking account balances 1-2x/month to be sure only approved withdrawals are made.

- Ace Hardware account in La Pine has been charged plumbing items used by Summit and DP Hoas. In order to keep better track of who has paid for supplies the bookkeeper has requested that this account only be used by our HOA and Summit to get their own Ace account. **Solution:** Adam will change the Ace Hardware account for DPHOA access only.
- CD to place some or all of Reserve Fund (majority of Savings) could yield as much as 2 % over 11 months, but consensus was to keep money liquid.

Roads/Snow

- Snow removal contract bid by Steve and Shayne Propst (Viewcrest Contractors) accepted with a cost this season increased from \$30,000 to \$34,500 = 15% increase due to fuel costs. There were no other bidders this year. Increase equates to approx. \$72/lot, decreasing the effect of the phased in \$300/lot dues increase (between 2019-2022) so there will be a slower accumulation in the Reserve Fund. Reminder: 6 equal payments Nov 2022 through April 2023 with final payment subject to inspection of roads, right of way and utilities after final plowing.
- Damaged sign at intersection Lolah/Red Cone. Sign flag sheared off due to vehicles turning too tight in spite of low rocks placed at sign in right of way. Contacted Kl. Cty. and our roads are public but HOA maintained. Placing obstructions in the right of way could make the HOA liable if damage or injury occur to motorists/vehicles so larger boulders are not an option. **Solution after discussion:** Move entire sign post across the road to the ROW at the corner of Bryan Martorano's property. Kim will take piece of broken road sign to Carlson Sign in Bend for repair, second "Red Cone" sign needed as well. Board will install sign in new location once repaired.
- Fire hydrant stand pipes need inspection and possible vacuuming of debris away from the hydrant valve. **Solution:** Mark and Adam will coordinate, 9 hydrants in our HOA.
- Brush removal: The HOA right of way needs to be cleared of new growth. Adam spoke with Echo Murray with Walker Range and for a donation (to be determined) the foresters who run the chipper will remove brush and chip back onto adjacent lot owner's property. This will be done in Spring 2023. This will be much lower cost than the \$2,500 bid from Walker Range to contract their services directly. **Solution:** Walker Range to brush the ROW and chip, spring 2023.

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- Anticipating eventual re-coating of our chip sealed road (2017). Lower HOA coated their road about a month ago. Dennis is aware of coating applied to 35 miles of road in Sun River this summer so we will stay aware of how resilient this application is in spite of our weather conditions as we may have to surface our road again in 1-2 years.

Water

- Designation of "Direct Responsible Charge." Various state agencies and the sign on the wellhead cover need to know who to call in case of emergency with the water system. Currently the prior watermaster David Crider is listed. Delta Operations out of Eugene is our water operator (Garren Friedmann and Mel Steiner) but makes sense to have HOA triage the emergency as best they can to determine if DO needs to mobilize. Solution: Mark will look into what can be done to post the HOA's Google phone but have it forward to Adam or other designees in the future.
- Review of Tye Engineering Report. Before HOA addresses major fixes to the water system such as concrete wellhead pad crack and substrate sag, upgrading electrical connections, better wellhead cover and possibly whole new concrete pad we had Jeff Saporito from Tye Engineering meet at the wellhead in May 2022. His thorough review was sent to the HOA July 11, 2022, cost \$4,112. He made detailed Interior and Exterior recommendations. There are many expensive potential fixes. **Solution:** To mitigate cost, after spring 2023 snow melt we will likely try to keep the current wellhead pad but support it with a surrounding concrete pour, attached by rebar to the existing pad, with the goal that this skirt of concrete around the pad supports the pad, diverts surface water to minimize further erosion, still allows for repairs and is lowest cost. Another consideration is to remove existing concrete, make larger slab with proper foundation for larger wellhead cover, similar to what Summit HOA has.
- Each hydrant must be labeled with an emergency contact number. Adam may have access to metal tags at no cost, will research.

New Business

- Board members review calendars, plan for next quarterly meeting in January 2023.

ACTION ITEMS:

ROADS

Kim: will take Red Cone broken sign flag to Carlson Sign in Bend, have two Red Cone flags made for mounting .

Adam, Mark, Stephan: Move Red Cone/Lolah sign post to uphill side of Red Cone.

Adam, Mark: Inspect 9 HOA hydrant control stand pipes, suction debris if needed.

Adam: Contact Echo in spring 2023, make donation for lowest cost service so Walker Range clears brush from right of way and chips onto adjacent lot property.

Kim: inspect and take pictures of roads now, inspect road after snow removal season, before final snow removal payment.

ACTION ITEMS (cont.)

WATER

Whole Board: revisit Tye Engineering wellhead recommendations spring 2023.

Mark: see if Google phone number can be used as emergency contact on wellhead cover and with state agencies. If so, will re-sign wellhead, have Google phone forwarded to President or other designee.

Adam: check with source for possible no cost emergency contact metal tags for hydrants.

OTHER

- Stephan: email copy of Tye Engineering wellhead report to Dennis Erickson
- Adam: Notify David Crider that existing Ace Hardware account in LaPine is only for
 - o DPHOA use, or open new account for that purpose.
- Mark: Assume Secretary role at next meeting.

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Adjournment

- 14:54 by President Gaudinski

Recorded by Stephan Schepergerdes, Secretary, DPHOA

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