

**Singing Springs Village HOA**  
**Board of Directors' Meeting Minutes**  
**Saturday, August 12, 2023**  
**General Session**

Board members present:

David Landa, Michael Robertson, Jackie Potter, Anne Yanagihara, Carl White, Shane Butler

Community members present: Nancy Tillie #6, Jamie #32

*Called to order at 10:01 am*

Open Forum:

- Street light in front of the mailbox is out. *Michael to call city.*
- Shane- Should we use a darker color on the upper walkways? It looks dirty and doesn't make sense for longevity
  - Carl said Sal says we could go with the darker color
  - We will talk to the rep about getting color swatches

*Approval of July 2023 Minutes*

Michael motions to approve, Jackie seconds, unanimous approval

Treasurer's Report:

- We just received the report last night so we will most likely have a revised version later in the month
- Water expense is under budget for the month (-\$1,189) & year to date (-\$9,694)
- Increase in electricity bill this month (\$1,348 over budget for month, which takes it from under budget YTD to \$967 over budget YTD)
  - Can be attributed to seasonal rate changes in summer
- Insurance payment cycle makes it look over budget this financial cycle; we had overall savings.
- Unexpected repairs & maintenance increased month cost; we will review with Sal and have any costs towards reserve expenses re-allocated appropriately.
- Net loss this month: -\$7,333. Overall we are still net positive \$9,770 YTD.
- CD matured, looking to reinvest in a short-term CD.
  - CDs are spread out to mature almost monthly to ensure we have access in case we need to.

Property Report:

- Andres submitted a workers comp report, he is on light-work duty so we are holding off on the walkway resurfacing and upper level parking lot repairs until they have more manpower.
- The Tuff Flex rep said we are not in urgent need of resurfacing. We can address the problem areas on a repair and maintenance basis. He gave a \$44,000 estimate for materials. We have \$24,000 allocated for this in reserve study. There is a newer material

that could save us on cost with a 6-7 year life before needing more significant re-surfacing. Looking at an October start date.

#### Landscaping:

- Trimmed and weeded weekly where needed.
- Trimmed 5 Silver Sheen trees near buildings S and R.
- Removed dead shrub below unit #56. Plant to take its place to be determined.
- Future projects:
- Reseed grass area north of cypress tree. It is now too warm to seed. Will work on this in the fall. Some of this area does not get any sprinkler coverage. I might need to add 1 new sprinkler to get complete coverage.
- Other old Agapanthus planters around the complex will have the old Agapanthus removed, graded, and replanted.
- The Santa Barbara sage Terri ordered - No eta on when they will be available.
- Question: is there a place to put a giant frog sculpture in the community?
- Question: Is there a place for a wooden swing around the community?
- Question: Can we plant in the area that people are walking over the grass?
  - We will look into plants that could go in there

#### Old Business:

- Patio and Walkway Inspections(certification due by Dec. 31, 2024)
  - We have reached out to another company for a bid.
- Financial Outlook
  - We have been sticking to our budget and continue to brainstorm ways to bring more income.
  - We have had great results with our CD investments.
  - We will continue to look for ways to increase revenue and budget appropriately
- Unit A
  - We will edit the letter to the community and work as a team to send them out
  - We will have a social/town hall meeting to discuss this further
- Water Leak system
  - It is still up to each owner to purchase these but we *strongly* suggest them.
  - Many units have had success with catching leaks.
- Bike room clean-up will start up
  - We are looking into a bike cage to keep them secure.
  - Anne purchased bike tags and put up notices for everyone to get their new tag.
  - *By August 31st all bikes need new tags. We will begin cleaning out the old bikes.*
  - Bike Cage estimate: \$2,980 for materials, tax and labor - excludes locking mechanism. (8x18 chain link)
    - keypad to get in gate and then you should still lock your bike

*\*Michael motions to budget \$2,000 for the bike gate, Shane seconds, unanimous approval*

- Current year reserve study/projects:
  - repair and resurfacing of upper parking level. The costs of materials alone is projected to cost over \$40,000 and in 2011 we put \$100,000 into resurfacing. We are working on getting 3 bids. Goal end date: 10/31
- Bulb replacements will continue
- Improper water heaters and plumbing

- Everyone has been notified including those with problematic drainage viewable from exterior of unit.

#### New Business:

- Leaking oil:
  - Owners are responsible for cleaning oil leaks and must park their car outside of the garage until fixed. Owners have 1 week from notice to attend to the issue. If HOA has to perform cleaning, you will be billed.
  - We will create a form with information for maintenance to hand out
- Key Card Clean up
  - We will ask owners to send us the last 5 digits of their card and we can sort and reprogram them as needed. If we do not receive the number, there is a chance it will be deactivated and you will lose access.
- Chimney cleaning(last time was 2018)
  - It is the owners responsibility to get their chimney cleaned. We will look into enforcement and giving vendor resources.
  - We have to survey every chimney owner to assess who is using a chimney, then we arrange the service
    - Waiting for a quote
    - #6 regularly cleans theirs so we will get their receipt and company name
- Pest Control
  - Rodents noted by unit #6. We are looking into it
- We now have a food waste can, still follow the food waste protocol
  - No Yard waste signs on food waste bin
  - Do not use exterior/unlidded trash cans in common spaces(pool, laundry rooms) for food as it will attract racoons.

#### New Business

- There have been more motorcycles than spots available recently. We will ask people to park their motorcycles more thoughtfully. We will research adding lines
- Property Management presentation, Ross Morgan
  - Customer Service + Emergency Hours
    - Cardfile vendor list + emergency info
  - Professional advisory for repairs, service etc.
  - Local Office off Hitchcock, Financials are in Sherman Oaks office
  - Monthly Financials, bookkeeping
  - Statements come out around 15th
  - Web-based communication and payment options
    - check, online/mobile, auto-pay
  - Quarterly meeting attendance
  - They facilitate vendors
  - Record tracking for bikes, cars etc.
  - Mailings
  - Annual Budget planning
  - Election Help either with 3rd party or we can do it ourselves with their help
  - Maintain records on insurance claims, owner reports etc.

**NEXT MEETING: Sept. 16th 2023**

**Summer Social/ Town Hall: Aug 25th, 6-8pm. 7pm call-in for town hall**

Topics for discussion at next meeting:

- Motorcycle parking

*No executive session was held*

Jackie motions to Adjourn, Shane seconds, unanimous approval

Adjourned at 11:57pm

Respectfully Submitted,

Jackie Potter