

Miller's Gate HOA Board Meeting  
August 27, 2020  
Minutes

Attendees: Larry, Brian, Jenny, Emily, James  
Meeting Called to Order 6:33pm

1. Review and Approve Previous Meeting Minutes
  - a. All in attendance approve minutes
  - b. Jenny send to Stacey to post on website.
2. Review and Approve Fall E-Newsletter
  - a. All in attendance approve sending newsletter
  - b. Jenny send to Stacey to email
3. 2020 and 2021 Budgets
  - a. Emily sent out updated spreadsheet. Tabs include YTD expenses by month in each of the categories and compares to budgeted totals. The monthly tab shows what was spent each month in each category, item details can be sent. The reserves tab shows current amount and expenses in the reserve budget through the end of July. The last tab shows a summary and identifies high level items and specific items that should be discussed during board meetings.
  - b. Notable Expenses
    - i. Community postings is over budget from purchase of new signs and newsletters
    - ii. Gate repairs/improvements is over budget due to car driving through it
    - iii. Street enhancements is over budget due to speed bump purchases
  - c. Discussion Items and Questions
    - i. Streetlights: cost is allocated to utility bill, but there is a credit showing up on the monthly statements. James clarified prior approval for purchase of upgraded street lights. There were 10 existing street lights that were retrofitted. Payment was sent for installation on those upgrades. On the monthly bill from OGE it looks like the payment for the lights was put towards the monthly balance. OGE has current initiative to upgrade lights. Emily asked if it was possible if this was an oversight and there is still an outstanding bill for the light installation. She will contact Stacey to determine what is the case with the billing and ensure it is correct.
    - ii. Landscaping: charges to both Munoz, D&W, and charges at Lowe's. Munoz does mowing and landscaping, D&W does weed spraying; separate charges for weed killer for streets. James will send contracts to Emily to review.
    - iii. Reserve Expenses: Categories are making it difficult to determine if funds were pulled from cash or reserve funds. Emily went back to 2017 and identified expenses she thought were spent from reserves. Expenses should be better organized to keep these straight; Emily suggested developing a template and categories for 2021 to keep more accurate records. Emily will review and develop a template and review with the board when developing

2021 budget. This will include what reserves need to be allocated to large projects and also include a running tally of planned projects and funds required.

- d. Vendor contract with HOA Services: need to review services included and determine if all of them need to continue for 2021 budget.
- e. Smartwebs: expense has been pretty consistent, but has increased recently. Is this due to increased utilization or an increased renewal cost? The cost represents the number of letters sent out. Later stages of letters include certified mail which incur higher costs. In July there were several letters for 3rd level violations. Charges include cost of letter, mailing fees, and extra costs for certified letter. We will need to keep an eye on these costs to ensure that the cost of sending out letters is not greater than the funds received for violations. Violation payments should be reconciled in the budget to align with cost of Smartwebs service. Emily will work on determining best way to allocate these funds in the categories.
- f. New homeowner welcome basket: Who is responsible for these? Paul had been responsible for these. Is this standardized for each basket? They typically included a \$25 gift card and cookies. Having a standard amount will assist in tracking expenses. Board will discuss what to include in the baskets later.
- g. Speed bumps: Various expenses on purchase and installation of these. Paid for 20 speed bumps, but have these all been installed? There were 20 6ft. pieces purchased, but it takes multiple to go across the road span. There are 14 that have been installed. Current installations have been effective in slowing down higher speed traffic. There are enough pieces left for two more locations; board can send suggestions for locations. If additional need to be installed, they need to be planned in the budget for 2021 and if it will come out of reserve funds or cash funds.

#### 4. South Gate Keypad

- a. Several residents have asked James about how to get out of the neighborhood at the South gate. Discussed purchasing gate remotes and that board was discussing a key pad for pedestrian access. There have been several instances of individuals jumping on and over the gates.
- b. There is an option for a keypad with limited codes where everyone would have the same number. Another option is a keypad that can hold up to 250 codes.
- c. Had discussed updating key pads. This would tie in directly to the gate operator, and is not tied into the drive up key pads. If linear key pads were updated, this would still work with the current gates.
- d. Emily suggested using the quote template to best compare options. HOA does not currently have a contract for gate maintenance, so quotes can be received from any company. The group agreed that based on requests and need for this item, that it should be voted on this year even though it is not in budget year.
- e. James suggested sending an email to vote on the keypads. The email will include the quote received by James with a deadline of September 28, 2020. Requirements are for a keypad with limited code storage or one that will hold

at least 170 for each house. James will send out an email with the existing quote.

- i. If this is installed, information will need to be communicated with neighbors and how to open the gate. James offered to deliver information door to door.

#### 5. Violation Process Update

- a. James has been in contact with Paul regarding the process and had noted that he was no longer able to continue in this role. Paul and James will be working together on the violation process going forward.
- b. Additional board members can be part of the violation process. Emily volunteered to assist. Suggested to have board members be responsible for their street or designated area for 2021.

#### 6. Landscaping

- a. Some areas require additional dirt in the gate areas and leveling. James is getting a price from Munoz and is also looking into purchasing dirt and paying them for labor only.
- b. Still need to price trees to replace the one at the front gate that was burned a few years ago. Additional shrubs are needed for the south gate area.
- c. Emily requested a written quote to review. This is a budgeted expense for 2020.

#### 7. November HOA Meeting

- g. James will check on YPD meeting room before next meeting.
- h. Need to consider contingency plan for virtual platform.
  - i. Need to ensure there is no yearly contract, Jenny will confirm monthly cost and mute, hand raising, and chat functionality and free trial option.
  - ii. Election and meeting plan including annotated agenda and time for each item for board members.
  - iii. Board also needs to determine what is the best way for voting. Need to consider virtual, call-in, and mail-in/email options.

#### 8. Walk-On Items

- a. With distance learning, gates are still operating on normal school schedule. Buses are dropping off or picking up kids at the gate if they are not open. James provided a gate code for the special needs bus due to requirements for staff assistance and service to their house.
  - i. Would it be possible to offer remotes on a discount for pedestrians? This would solve the issues for walkers/bikers, but not students.
  - ii. Yukon schools does not want to have a remote. They prefer to drop kids off at the gates rather than access the neighborhood.
  - iii. One student is attending VoTech, gate is open at 7:30am for one student. Another student is picked up at 11:30, but gates are not open then.
- b. The board recognized its ongoing gratitude for Paul completing patching and road maintenance.

- c. Front wall - ongoing discussion around cost and which options to choose. Emily suggested developing a plan for 2021 and 2022 to ensure funds are available to cover the expense as well as ongoing budget requirements. Discussed that it will be helpful to develop a robust plan, even if it is not feasible for 2021 to complete, that can be communicated effectively to the residents.

9. Schedule Next Meetings

- i. September 10, 6:30-7:30pm
  - i. Decide virtual meeting platform (Jenny share info.)
  - ii. Board determine 2021 large projects (Emily share info.)
- j. September 24, 6:30-7:30pm
  - i. 2021 Budget Draft (Emily)
  - ii. Voting/Election process (Jenny)

Meeting Adjourned: 8:45pm