

**SUN LAKES VILLAS 46A HOMEOWNERS ASSOCIATION**  
**BOARD OF DIRECTORS' MEETING MINUTES**  
**May 15, 2024**

President Michael Meyer called the meeting to order at 5:00PM. The meeting was held in the Oakwood Clubhouse Bradford Room. Board members present included Mr. Meyer, Ray Burbank, Treasurer, Bo Walden, Vice President, and Chloe Hanken, Secretary.

Craig Paddock, Maintenance Manager, and Krystle Scally, Accountant, were not present.

A quorum was reached.

**INTRODUCTIONS:** Mr. Meyer began the meeting by announcing that Bruce Davidson, Board Member at Large, had resigned. By acclamation Nate Ellis has been appointed to fill the Member at Large seat however, he could not attend this meeting. Mike introduced the Board members and Doug Anderson, the Landscape Manager.

**NEW OWNERS:** None

**APPROVAL OF MINUTES:** Ms. Hanken made a motion to approve the February 21, 2024 meeting minutes as submitted. Mr. Walden was the second and the motion was unanimously passed.

**FINANCIAL REPORT:** Mr. Ray Burbank reported that year to date operating account for 2024 is a little below what was budgeted. Ray is also managing a spread sheet for the Roof Replacement project. He stated \$60,000 has been spent on the project so far. Another \$200,000 was put in CDs for 2 months.

\$200,000 Reserve was put in CDs for 2 months. Villas 46A Reserve CDs are laddered and one will come due 6/20, 7/13, 8/8

This way the money is invested until needed. Mr. Meyer said, the roof work is being paid for by each Villa building. One half is due upon start. One half is due upon completion. There is a \$10,000 contingency for the roofs.

Small problems can come up during this project. Ex: The 1st patio roof on Arrowvale had plywood that was damaged underneath. We are tracking small charges against the contingencies.

**MAINTENANCE MANAGER'S REPORT:** Mr. Walden reported from notes sent to him by Mr. Paddock as follows:

- Work is still ongoing on the utility boxes.
- Stucco repair work is still being done.
- Mr. Paddock is having trouble finding lower mail box doors.
- A meeting is held every Friday with the roofing company and Mr. Walden. So far there have been no surprises. Some roof tiles had to be replaced because they were broken. Mr. Burbank and Mr. Meyer are involved with the roofing project on a almost daily basis.
- There was a question from a home owner: "How are we doing reusing the Tiles?" The response was per each building, the contract allows for replacement of 20 broken Tiles. We have experienced on several buildings approximately 40 broken tiles (20 over allocation).

- The contractor has been very cooperative. The Contractor has plenty of Materials and cleans up well. They use magnets around the villas to detect metal nails and staples. The Board has verified the Contractor Cleans up Every Day.
- Outdoor work around the Villas will begin earlier in the morning (6-6:30AM) going into the summer months.

**LANDSCAPE MANAGER’S REPORT:** Mr. Anderson:

- Trimming work on Nacoma Drive is finished.
- Weed spraying will begin soon and the grass will be fertilized.
- Some grassy areas may get sod.
- Where necessary, trees will be trimmed or removed to keep the branches off the roofs.
- All Trimming (tree and shrubs) will be done ahead of when the Roofers are replacing the roofs. This will keep the area cleaned and trimmed ahead of the Roofing Work.

**OLD BUSINESS**

2024 SPECIAL PROJECT ASSESSMENT – This was approved at a previous meeting.

ROOFING PROJECT STATUS – This was discussed earlier in this meeting. Everyone involved is pleased with the work done so far.

**NEW BUSINESS**

NEW BOARD MEMBER – Mr. Meyer announced the new Board member and addressed the circumstances for Mr. Ellis becoming a Member at Large at the beginning of the meeting. By individual oral vote the other Board members approved seating Mr. Ellis.

**COMMENTS:** None

**ADJOURNMENT:** Miss Hanken called adjournment. Mr. Walden was the second. The meeting concluded at 5:23PM.

The next Board of Directors’ meeting will be held on August 21, 2024 at 5:00PM in the Bradford Room at 5:00PM.

Transcribed by

Karen Jorgensen  
Recording Secretary

*Chloe Hanken*

*5/17/2024*

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Secretary

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Date