

# North Bench Farms HOA Meeting Minutes

Date: Monday, August 27, 2018

Place: Elk Meadows

Time: 7:00 p.m.

## Meeting Called to Order

In attendance: Jason Glidden, Brad Pyne, Marlo Bennett, Tim Jones (Bridge Street Property Management)

Time: 7:05pm

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### Topic #1: Approval of Minutes

Board to Approve Minutes from: July 30 Board meeting

**Changes: None**

**Motion to Approve: Marlo**

**Second: Brad**

**Vote: All in favor**

**Notes:**

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**Topic #2: Public Input** – No public present.

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### Topic #3: Financial Update

**Purpose:** To review the current HOA financials and go over the fund monies from Oakley City. Need to discuss process for sending homeowners to collections, as well as current collections contract.

**Product:** Inform board

**Person:** Marlo

**Allocated Time:** 10 Minutes

**Other Information:**

*Notes/follow up:* A handful of notices have been sent to delinquent owners. While a resolution is in place for CC&R violations, a policy for late payments is not included. Marlo will work on drafting changes. P&L looks good. A reserve account needs to be set up and funded from the last few years worth of reserve assessments. A separate capital fund may also be set up for future capital projects.

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### Topic #4: On Street Parking

**Purpose:** To discuss updates from the City on the issue of On-Street Parking in the North Bench Farms Development.

**Product:** Discuss and decide next steps

**Person:** Marlo

**Allocated Time:** 15 Minutes

**Other Information:**

**Motion to Approve:**

**Second:**

**Vote:**

*Notes/follow up:* Marlo read a letter from the city stating they would assist in parking enforcement under certain guidelines. Marlo and Jason will meet with the city to verify and interpret the municipal code. Once complete, a full HOA policy will be put in place and communicated to owners. Communication will be thorough and may include: emails or letters to owners, signs posted, notices placed at mail kiosk, notices delivered to doors, policy noted on website, etc. Goal will be to have a good plan in place for the winter season. Tim Jones will work on a draft letter and Board will look into more overflow parking areas.

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**Topic #5: Tree Removal**

**Purpose:** Discuss bids for tree removal on open space.

**Product:** Discuss and decide next steps

**Person:** Brad

**Allocated Time:** 10 Minutes

**Motion to Approve:** Jason

**Second:** Marlo

**Vote:** All in favor

**Other Information:**

*Notes/follow up:* 3 bids were received to remove about 6 trees in the common areas that potentially pose a threat to nearby fences. Board approved bid from Wasatch Arborists and Brad will work on coordinating.

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**Topic #6: Entrance Sign Clean Up**

**Purpose:** Informational update from Bridge Street on management of HOA

**Product:** Decide on next steps regarding proposal from David Blake

**Person:** Jason

**Allocated Time:** 15 Minutes

**Motion to Approve:**

**Second:**

**Vote:**

**Other Information:**

*Notes/follow up:* Mr. Blake's proposal needs more definition. Board believes he owns the back half of the berm and the fence belongs to the HOA. Jason will speak to Mr. Blake to define what he would like to do with the berm. Since it is an HOA expense to maintain, it may be beneficial to work with Mr. Blake on a plan that could save future maintenance work and improve the look of the entry.

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**Topic #7: Management Update**

**Purpose:** Informational update from Bridge Street on management of HOA

**Product:** Provide guidance, approval, or to do items for Bridge Street.

**Person:** Time

**Allocated Time:** 20 Minutes

**Motion to Approve:**

**Second:**

**Vote:**

**Other Information:**

*Notes/follow up:* Website has been set up. Tim Jones will work with Linda to see what email addresses she has on file. In addition, Tim will ask how to direct the old site to the new site.

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**Topic #8: Subcommittee Updates**

**Purpose:** Updates from board members on subcommittee (CC&Rs, Architectural, Etc.)

**Product:** Next steps in the process.

**Person:** Brad & Jessica

**Allocated Time:** 10 Minutes

**Other Information:**

*Notes/follow up:* An owner has submitted a plan to install a fence and gravel driveway extension. Board felt the gravel driveway would meet the intentions of the governing documents, but the fence would not. Board will let owner know.

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**NEXT MEETING:** Annual meeting. October 23<sup>rd</sup> at 6pm  
**LOCATION:** TBD after discussions with the city

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**Meeting Adjourned**  
Time: 9:00pm