



Board meeting: December 09, 2021

1. **Call to Order:** Deer Creek Board meeting was held via Zoom on December 9, 2022. Meeting called to order by President Van Free at 5:39 pm. Attendees included: Van Free, Jim Sadie, Shirley Brown, Darrell Pearson, Dr. Asad Khan, Henry Davis, Thomas Marangoly, Aya Zaied
2. **Update and Bylaws Revision:**
The bylaw committee sent updates just after Thanksgiving. T. Marongly, S. Brown, V. Free and Aya were present to discuss revisions, including the following:
 - a. Change quorum to 10%
 - b. Term of board members to 3 years
 - c. Board able to appoint pod reps at a board meeting
 - d. Voting able to take place via electronic means
 - e. Additional items for attorney review (Attorney Russell Vault, Auburn, specializing in HOA issues. Our primary attorney, Mr. Knox, has been very busy.
3. **Update on Legal Matters:** There have not been any actionable updates here.
4. **Update on Proposed Developments:** The Board of Adjustments is meeting to discuss a proposed development by a local business owner for a storage facility behind Wisdomwood. The development owner lives here in Montgomery and reached out to meet with Deer Creek.
5. **Full-time Staff Member Proposal:** Aya recommended that Christy Hall, part-time office worker, be hired full time. Sierra is no longer with us at Deer Creek office. A. Zaied said sometimes she did not show up, and some paperwork and important documents were not handled properly. It was a mutual decision that she leave. S. Brown motioned that we hire Christy Hall at \$14 an hour. Seconded by H. Davis. All voted in favor.
6. **Security Financing:**
We received a security proposal, so that we could view cameras at all gates. Emails were sent to the Board to discuss further details. There are options for financing, and pricing starts at \$24k. At attachment (dated December 9, 2021) provides more details. If approved, the company is currently able to install in approximately one week. A. Zaied said that right now, we don't have funds in the current budget. J. Sadie and S. Brown expressed the need to move forward in some capacity to update the system, as the current one is antiquated. V. Free suggested we approve the security package and get A. Zaied to look for the best plan and financing. J. Sadie motioned that we have A. Zaied look at the different options available and initiate the process to update the system. A. Kahn seconded the motion. All voted in favor.
7. **2022 Proposed Budget and Priority Projects:**
In addition to the security mentioned above, we have some other items that need to be addressed:

Coding: The budget plan is set up a bit differently. A. Zaied said that the way we code various items does not always make sense. Sometimes when there are items to be repaired, she will make a note that it is coded as repairs, but there is also a maintenance section and certain things show up as maintenance - versus repair. She asked the accounting firm for clarification and they did not

have an answer for this. She needs the board to provide some direction so that she can code things properly. She said some items are coded as landscaping, but that does not make sense as we have a landscaping company. We do purchase doggy bags for the doggy stations, but these items are coded in a different way than they should. She requested recommendations from the board, moving forward. Our expenses are now listed differently. The breakdown is listed, water, electricity, gas, everything is a bit different. She would like it broken down a bit differently.

Landscaping & other: In total, monthly expenses, including landscaping, are \$59,862. PMS represents approximately \$27k each month, and Clear Cut (our second landscaping company) is approximately \$4.6k monthly. If you remove those two landscaping companies, our total expenditures are approximately \$28,262 a month. We are spending close to \$400k a year on landscaping. Our annual expenses without landscaping are approximately \$353k. A. Zaied and Mr. Davis discussed this as a need for us to focus concern. Both agreed that we are spending too much on landscaping.

Other major expenses include Security, \$13,570 a month, Accounting, \$3,900 a month, and the pool: We pay \$800 a month for the pool season and out of pool season. It may go up approximately \$150 a month with the addition of the new pool. Board members received an attachment with monthly expenses.

Security: A. Zaied mentioned that another large expenditure is for security. If we did this in-house, it could cut our expenses substantially. Right now, we have the security companies employees when we could have folks from Deer Creek that we know working with us. We pay vehicle charges and fuel charges. We are paying right at \$15 an hour per officer; however, the officers are only receiving \$9-\$11 per hour. We could be paying a decent wage directly to the officers and with better results. All of these add up to another major expense that could be just as good or better if we did it in-house. She plans to present a plan for us to review at a future date. The addition of our new security cameras will be a big help to us in monitoring security concerns.

HOA payments: As the new year approaches, we are implementing payments from HOA fees through TOPS. This process will help us eventually eliminate additional expenses that we pay to CRI. As the country moves more into the digital age, many of our residents (especially young folks) are making payments via digital means. We are looking for a credit card company with a low rate accept payments.

Clubhouse: we are making approximately \$60k each year from rentals of the clubhouse. We have a few final touches to finish up renovations on the clubhouse.

Upcoming projects: We plan to resurface the tennis courts and make two pickleball courts.

Trees & Tree limbs: We have some trees and tree limbs that need removing near the tennis courts.

Sidewalks: We are waiting to get a quote on repairing sidewalks again.

Light poles: T. Marongoly expressed the need to repaint the light poles. He stated the pod reps have been discussing this and it needs our attention.

Tree trimming: we are considering two phases depending on which company we use.

J. Sadie expressed concern with regard to paying \$39k for just over 400 trees that Chris Dowd said needed tree trimming. A. Zaied stated that Gene, at Clear Cut stated he could do this under \$29k. A. Zaied stated that she would like PMS to include tree trimming as part of their regular duties. She mentioned this to Chris. He did not respond, but he did not say no. Again, she noted that we are paying them so much and we all feel they should be doing more.

A. Zaiied mentioned that we don't have a copy of the current contract. This and other documents were missing from the office prior to her working with Deer Creek. She stated PMS is using a 2015 copy to follow and they are basing pricing information on that contract. They are supposed to clean the sidewalks every two years, but it is not written in any current contract or guidelines. (It was written in a contract, possibly from 2015)? V. Free recommended we make tree trimming around light poles and ones hovering over sidewalks a priority.

J. Sadie mentioned that he observed the last time they put out pine straw and mulch, the amount used was very thin and did not last long. He also observed the last day mulch was put out, he observed the trailer leaving Deer Creek property with at least 300 bags of unused mulch. He expressed the need for us to write every detail we expect to be included in any future contract, so that it's written on our terms. Several board members expressed concern and recommended holding PMS more accountable. V. Free said that we are going to follow up on this in the early part of 2022.

S. Brown asked if we were going to vote on a 2022 budget because what we are viewing from our Zoom video is a 2021 budget. A. Zaiied said that CRI recommended that we look at the 2021 budget, meet with the pod reps, make all the changes we feel are necessary, and present them so that they can put that budget together. This would be helpful, so that we don't get into another process of going back and forth over a period of months. A. Zaiied said that she would like to see two additional forms of revenue (as seen on the sheet we are viewing on our screen) one is our verified vendor program that has been approved as well as payments from fines.

In the section listing "operating expenses," she would like to add a section for priority projects. This could include items that need repair beyond what is already listed. This might include repair of gates, light poles, and grounds-keeping beyond regular service. She mentioned that some HOA's use the term "renewal" or "beautify" as a line item for things that need to be spruced up or fixed to simply keep them looking good as a result of age. These items should not be listed as general maintenance.

A. Zaiied Aya stated that we are hoping to approve the 2022 budget shortly after we add any special items that board members and possibly pod reps feel are necessary. We should be able to have this completed in time for the annual meeting in January.

Contract - Aya Zaiied: V. Free spoke to the board about Aya being able to work a few days a week from home. A. Zaiied had planned to do this job for a limited amount of time and then find a replacement. She has not been able to find somebody wheeling or capable of the daily tasks necessary. She has family obligations, which include an elderly grandparent at home, and is requesting that she be able to work from home a few days a week since things are more organized and streamlined in the office.

A. Zaiied stepped away from the meeting and the board discussed her request. H. Davis expressed his appreciation for her dedication, commitment and professional manner of getting things in order. He expressed full support to accommodate her request. After he spoke, several board members expressed their support as well.

J. Sadie motioned that we allow A. Zaiied to work at home a few days a week under the terms expressed. D. Pearson seconded the motion. All members voted in favor and the motion passed.

8. Adjournment: The meeting adjourned at 7:35 p.m.