**ADRIEL HILLS CONDOMINIUM ASSOCIATION**

**OPERATIONS COMMITTEE MEETING MINUTES**

**THURSDAY, JUNE 1, 2017**

**Call to Order:** The Operations Committee meeting was called to order by Co-Chair Kevin Jones at 10:02 a.m.

**Committee Members present:** Ruth Boothe, Isabel Garity, Kevin Jones, Bob Keiss, Bill Lauer and Dave Peel

**Committee Members Absent:** None

**Also Present:**

**Board of Directors:** Deborah Kohler

**Homeowners:** Cheryl Beckett, Ursula Ehmann and Don Homan

**Property Manager:** Ralph Pankey

**Recording Secretary:** Sharon Siman

**Homeowners’ Comments/Correspondence:** None

**Approval April Minutes:** Bob made a motion, Dave seconded, to approve the minutes as submitted. Motion passed.

**Committee Member Update:** Due to family health issues, Ruth will not be able to attend consistently and had asked that another member lead the meetings. Bill was offered that position, but declined. Kevin agreed to move to co-chair and will lead the meetings. Ruth will continue as co-chair. Larry Cecil has resigned from the committee. The Board of Directors will complete a certificate of appreciation for his service. Ruth suggested that Reg Hayworth also be recognized in this manner. Kevin noted that he will have timing constraints in future months that can be dealt with as the time arises.

Kevin requested a change to the agenda with the addition to Old Business of “Emergency Procedures Manual Update”.

**Manager’s Review:** Ralph discussed and further updated his Manager’s Review. He expressed thanks to the crew for their storm clean-up effort while he was gone and was thankful we did not have the damage of last year’s storm. He thanked volunteers Sue Glasscock, Mark Kenning, Karen Lahey, and Larry Weatherly for committing to the season’s shrub watering, and Sue for organizing and diagramming the area needs. Also thanks to Merl Bachman and Rick Bernum for pool deck concrete sealing; this is completed and the pool is open.

Ralph also announced that homeowners stopping the crew or himself can be dangerous or time consuming. Please call the office to address a request or concern. Kevin suggested the “true emergency” issue be identified and then continue to be printed in multiple newsletters. Ralph also said Bonita has added a new page in the newsletter on community projects which needs to be generic, but will provide a heads-up on current happenings.

Well #3 has been cleared for operation by the state Water Engineer. It was strictly a paperwork error that the AH attorney was able to rectify without issue.

Two homeowners expressed concern regarding overflowing recycle bins. Ralph noted the holiday made the pick-up a day late, but also noted that education and then follow-through by homeowners on prescribed recycling would help. If the number of totes is increased, the pick-up cost will increase.

The AH crew is working on spring clean-up; the golf tournament is next, then the move to landscape projects.

The painting and building repair by contractor, Brown Dog, is on schedule, and then they will start on sanding 7-8 decks on the canal (half of the 15 total will be done this year). Building painting will start late June. Bill questioned and Ralph responded with an explanation of the deck repair and staining on the canal decks. There will be a full sand of 100% of the deck surface and 3 sides of the rail cap. Many Colors, the painting contractor, will stain the pickets, posts and beams, railings, and edge of decks. These items’ maintenance should last for 5 to 7 years. Ralph will use a new product, Diamond Vogel semi-transparent deck stain on the deck and rail cap. We are currently on a 3-year rotation for re-staining deck surfaces that is not lasting even 2 years with the current product. Ralph still projects a 3-year rotation until the new product can be evaluated in the field.

**Old Business:**

* **LCE Update:** Kevin noted that John Beckett is heading an Ad-Hoc Committee for the BOD to clarify or better define interpretive language for the LCE’s. Deb Kohler reported that John had sent out an email for volunteers. She also said last winter HOA attorneys who hosted an HOA session had encouraged updating of By-Laws and regulations for older HOA’s. Kevin recognized Operations has had ongoing discussions regarding LCE’s, but advised that the Ad-Hoc Committee be allowed to provide recommendations to the Board. He encouraged interested people to participate.
* **Emergency Procedure Manual Update:** Kevin distributed a proposed table of contents and unit fact sheet for the project. From Dave’s search last winter, a graphic floor plan of each building is possible, but not of each unit, which will therefore need to be written out. Isabel suggested there be a ‘handicap flag’ to denote if a specific homeowner has a hearing difficulty or a physical impairment that would need special attention or a spare key available in case of emergency. The plan is to start with Kevin’s and other Operations’ Committee members’ homes, then move forward into the community. Participation will be voluntary, not mandated; but in the interest of safety, it is hoped for full participation.

**New/Other Business:**

* **Next Operations Committee Meeting:** A July meeting may not be necessary. A decision will be made by June 15th and notification provided.

**Homeowner Comments:** Don Homan asked (based on a prior comment by Ralph) why the crew and volunteers are supplementing the landscape contractor on weed mitigation. Ralph indicated weed mitigation has always been a combined effort and the budget does include additional weed treatment products for staff and also now some greatly appreciated volunteers to utilize.

Ralph further indicated management has been working closely with Groundscapes regarding turf area weed pressure. Management does continue to be concerned about this and is monitoring.

Deb Kohler, BOD Community Committee chairperson, stated that Cheryl Beckett has proposed a special social activity for Adriel Hills’ community. Cheryl said she is looking into having a food truck come to the clubhouse area once a month. She has identified 30 possible food trucks. It would be set-up from 4-6 pm on a given date and would be well advertised. Dave had been to a graduation party with that venue—it was all self-contained and there were 3-4 choices offered. The committee had no objection, thought it was a great idea to try out, and thanked Cheryl for moving forward with it.

**Adjourn:** The meeting was adjourned at 11 am.

Respectfully submitted,

Sharon Siman, Recording Secretary