

**Minutes**  
**Board of Directors Meeting**  
**Orchard Villa Homeowners Association**  
**Grand County Library – 257 E Center, Moab, UT**  
**November 19, 2016 – 10:00 a.m.**

Board members present: Alan Gillette, Liane Morgan, Sue Shrewsbury, and Ron Trimble. Also in attendance: Carol Baer, Victoria Fugit, Landscape Committee Chair JoAnne Simbeck, and Board Secretary Helen Thomas.

President Alan Gillette called the meeting to order at 10:00 am.

Approval of Minutes

A motion was made to approve the minutes from the October 29, 2016 Board meeting as written. The motion was seconded and passed.

Landscape Committee Report / Groundskeeping Update

Victoria Fugit provided an update on the recent landscaping improvement project. Twenty-three trees, including evergreens and cottonwoods, were planted to help provide privacy from the Entrada development. Nine of the trees were planted at Mike and Nancy Lawson's unit. The Lawsons agreed to pay for their trees, which cost \$1,393. Orchard Villa will pay for all the other trees, which cost \$1,684.

Alan noted that the estimated cost to complete this project was \$2,500. In addition to planting trees, this amount also includes other items such as fence remediation and the RV lot cleanup. The actual costs for these other items are not yet known. Alan also noted that all vehicles were moved from the RV lot for the recent cleanup.

Financial Report

Alan reviewed an updated version of the 2016 budget. He pointed out that the landscape improvement line item had been updated since the annual meeting. He also noted that the cost for the recent tree plantings had affected the O&M budget variance. As of the annual meeting, the HOA was expecting to end the year about \$4,851 under budget for O&M; the tree planting project reduced this variance to \$3,343.

Alan reported that one homeowner is behind on assessments by about two to three quarters. A Board member will talk to the homeowner.

Old Business

Alan reported that all Board members can now sign checks. He also said that there were checks that would need to be signed on Monday.

New Business

Homeowner Carol Baer was expected to be at the meeting later to present construction plans for converting her two-bedroom unit to a three-bedroom unit. Sue Shrewsbury pointed out that a few other two-bedroom units have been converted to three-bedroom and should probably be assessed as three-bedroom units. Alan will check the bylaws to see if anything needs to be changed there before proceeding.

Alan led a discussion on the bids for the landscaping contract. For the grounds contract, bids were received from Frost and Ward for \$33,300 and \$60,108, respectively. The Frost bid assumes a five-year contract. The cost of the current contract with Frost is \$40,500. The Ward bid is for a one-year contract with the prices guaranteed for three years. Alan distributed a copy of the grounds contract for Board members to review. Board members felt that the Ward bid was too high, and that the Frost bid was a good deal. Frost has been doing a good job with the grounds work overall. A motion was made to award the grounds contract to Frost Landscaping. The motion was seconded and passed.

Three bids were received for the tree maintenance contract: Frost for \$3,000, Triassic for \$3,175, and Atlas for \$17,800. Victoria explained that the bid from Atlas was much higher than the others because it included structural pruning for all trees. This type of pruning should have been done on the trees previously to keep them healthy. This pruning would cost \$13,500 and would likely be a one-time cost. The remaining \$4,300 of the bid was for fertilization and would be a recurring cost. Victoria added that the Atlas representative was very knowledgeable and that the company was the only bidder with a licensed arborist.

There was extensive discussion about the bids for tree maintenance. Atlas would be more knowledgeable and provide more comprehensive services than the other bidders, but the cost would be higher and the company is not local. Triassic would be less expensive and local, but the company's knowledge is questionable. Alan noted that the 2017 budget currently only includes \$5,000 for tree maintenance. Options for adjusting the budget to allocate more funding for tree maintenance were discussed, including postponing the driveway repair project. This is a reserve project that is expected to cost about \$4,500. Another suggestion was to talk to Atlas about doing the structural pruning in phases, perhaps over three years. More research will be done on these options before a decision is made on the tree maintenance bids.

The landscaping projects planned for 2017 were discussed. The plan is to plant additional privacy trees between Orchard Villa and Entrada near the pool area and behind the buildings on Alberta Court. There is currently \$2,000 budgeted for this project. Board members and Landscape Committee members agreed that this should be sufficient.

A homeowner has complained about a poplar tree that is leaking sap and has large roots. The tree was planted by the previous owner. Victoria has looked at it and said it is problematic and should probably be removed. It was agreed that Jeff should remove the tree this year as part of the current landscaping contract.

Alan reviewed an updated version of the proposed budget for 2017. He pointed out updates made since the annual meeting, including the pool maintenance line item. The revised funding totals are \$123,000 for O&M (vs. \$125,000 reported at the annual meeting) and \$60,000 for the reserve (vs. \$57,000 reported at the annual meeting), for a grand total of \$183,000 (vs. \$182,000 reported at the annual meeting). A motion was made to adopt the 2017 budget bottom line so that the totals would be set even though adjustments may be made to some line items. The motion was seconded and passed.

The pool operator contract was discussed. The contract includes both opening and closing the pool. A bid has been received from Mary Mitchell, who is already licensed, for \$55 per day. The amount budgeted for the pool operator for 2017 was based on this bid. However, there was concern that this was higher than it should be. An Orchard Villa resident who is not yet licensed has also expressed interest. However, the individual is concerned about liability insurance. Alan

will talk to the insurance company about it. Alan is also considering getting licensed so that he can serve as a backup.

Carol Baer introduced her architect, who presented the construction plan for converting her unit to a three-bedroom unit. The plan involves adding a bedroom, bathroom, and closet upstairs. The architect is working with a structural engineer. They will present the plan to the City and come back to the Board once they have approvals in place. The Board was supportive of the project as long as all required permits and approvals are obtained.

Liane Morgan asked whether pergolas are allowed in courtyards. Alan said that any structure that is attached to a building is not permitted.

Liane also inquired about replacing a tree at her unit. She is willing to pay for it. Alan said this should not be a problem and that she should discuss it with the Landscape Committee.

The next Board meeting was scheduled for December 17, 2016 at 10 am in the library board room.

The meeting was adjourned at 12:15 pm.