

## Minutes

### Sweetbay Board Meeting

January 6, 2022

The meeting was called to order by President Joanne Harris at 3:13 PM on January 6, 2022 via Zoom. Present were Gordy Schnabel, Ted Kenny, Dale Desmond and Dennis Walrath.

The meeting began with a discussion with Lisa Andrews, Authorized Dealer Representative, Regal Paint Centers, about the village painting project. Joanne asked about the RFP and when it will be finalized. Lisa said that she wasn't sure but she didn't even have the selected paint palettes yet. Joanne stated that our Paint Palette Committee selected 10 body colors and 4 trim colors and that Joanne would send a copy to Lisa. Lisa said that once she gets the palettes, she will arrange to put paint samples anywhere the board decides next week, to include on any homes requested by the owners. The board decided that the village pool house was the best place to put the samples. Lisa said that the target date for painting should be July – August with a finish date in October. She said it could take 7 - 8 months to select a contractor so we need to start the process ASAP. Lisa will look at the scope of work to insure it is "apples to apples". However, she can't be involved in any contract pricing. The bulk of the contract cost is the preparation/labor prior to painting. Contract specs need to be sent out to contractors. Benjamin Moore warrants the paint labor and materials for eight years. They also have a 10-year paint warranty if the village so chooses. They will only warrant wood surfaces twelve months. The warranty does not include metal or other surfaces than stucco and wood. If the selected contractor goes out of business during the period of the warranty, Benjamin Moore will assume any labor and material costs. Owners can specify if they want gutters and downspouts painted. The HOA will issue forms to each owner where they can specify their chosen paint colors and any additional instructions. Owners need to fill these forms out no later than April 1 and the forms will go to the contractor. Harbour Ridge Maintenance will identify any homes that need repairs and the owner must make those repairs before painting can commence. The contractor may also perform a damage report before power washing and any repairs needed must be made. Some contractors will give owners a quote to fix repairs. A question was asked whether painting will need one or two coats. Lisa said that the paint used has a pigmented sealer that usually doesn't need more than one coat. Once she sees the color palettes, she will have a better idea about number of coats needed, and once the contractor is selected, she will consult with them to determine the number of coats. She said that owners should have their homes power washed every 3 – 5 years after painting to take off any mildew/mold to restore the "body" of the paint color. Lisa said the HOA has already sent out the RFP which was news to the board members. Joanne said she would check with Tracy Laurette. The RFP is for one coat warranted for eight years with an option for a ten-year warranty. Owners may request the contractor paint other items at owner's expense. Lisa said we need to start the process ASAP. Joanne recommended she ask Dick McCleary to head up the painting process and the board agreed.

Lisa dropped off the call and Joanne conducted the rest of the meeting. The minutes of the October 10, 2021 board meeting were approved.

#### **Committee Reports:**

*Treasurer* – Dale Desmond mentioned the email from the HOA about the mistake in the 1<sup>st</sup> quarter billing. The HOA underbilled the village residents \$75.50. Dale made a motion to ask the HOA to send an email to the village residents to explain the billing error. The motion was seconded and approved. Joanne said she

would follow up with Tracy Laurette and Jeff Belau to request that they send an email out to village residents describing the error and the correction that will be made.

*ARB* – Ted Kenny had nothing to report. ARB request process is working well.

*Landscaping* – Dennis and Joanne met with Mike Salerno, Russ Reed, Tim Cann, Jeri Brubaker, Chris Gomez and Jose Rodriguez to discuss landscaping and irrigation issues and procedures. The group admitted staff shortages and communication shortfalls. Those issues will continue to be a focus for Dennis working with the landscaping service group.

*Social* – Joanne announced that due to COVID concerns, the progressive dinner planned for January 15 is postponed until sometime in February or March. Kathy Kenny planned the dinner and said it will be easy to reschedule.

**Old Business:**

Joanne discussed the letter that Amy Westby will send to village residents announcing the date of the village annual meeting. A discussion followed about how to select new members of the board to replace Ted and Dale whose terms are up. The board decided to send a note to the residents asking for board nominations. The board will then recommend the best qualified candidates to this village and the village residents will be asked to approve them at the annual meeting. Joanne mentioned that the minutes of the May 3, 2021 board meeting had an error in the table showing when board member terms expire. The board asked Gordy to amend those minutes and send a copy to all board members and Tracy Laurette. The chart below shows the corrected dates.

<b>Name</b>	<b>Role</b>	<b>Term Ends</b>
Joanne Harris	President	2023
Dale Desmond	Treasurer	2022
Ted Kenny	ARB Coordinator	2022
Dennis Wallrath	Landscape Coordinator	2024
Gordy Schnabel	Secretary	2024

Joanne reminded board members to prepare a list of their duties and responsibilities by February 1, 2022.

The meeting was adjourned at 4:34 PM.

Submitted by Gordy Schnabel

Secretary