



## **Board TO-DO Working Session Meeting**

February 27, 2025 @5pm  
8 Merlot Ct.

In Attendance: Andy Smith, Robin Cyr, Dede Sharp, Peggy Maurer, Leslie Jordan, MaryEllen Jaquith

### **"To-Do" list:**

#### **1. Irrigation pond dredging:**

Occurs in April before water turns on. The cost is approx. \$5000. Andy has seen this work done for a much lower cost and would like to get bids after this year.

#### **2. Sidewalk repair- interior paths:**

High Priority. Andy will meet with Mays Concrete about repairing internal concrete paths/sidewalks. Exterior sidewalks have been done. There may be a few possible points where follow up work needs to be done. We could potentially reach back out to get those areas addressed if they are bad enough.

#### **3. East perimeter fence- who is responsible?:**

The fence is in rough shape and will need to be addressed eventually but it's not a top priority. Andy said he would talk with a fence company about repairs/replacement.

#### **4. Rheims Ct water usage:**

We will need to coordinate a shut off so that meters can be checked to assess water usage in each unit on Rheims Ct. Will need to have the inside of each unit inspected for leaks (toilets, sinks, showers, ect...) Tawni will start the process to get it coordinated.

#### **5. Tree injections. \$10k/year?**

Will need to work this out in the master landscaping plan. Caring for trees will be very expensive especially when many are at the end of their life and tree removal is also very expensive.. There was discussion around who should be responsible for maintaining trees on private property vs common space.

#### **6. Irrigation system walk with Denise and WD Yards:**

Tawni will contact Denise about walking the property with WD Yards and Andy in order for everyone to gain an understanding of the ins and outs of the system.

#### **7. HOA insurance:**

# The Vineyard

Homeowners  
Association



Insurance premiums have increased significantly. There was discussion around bumping up the insurance on the pump houses. Andy will talk with WD Yards during the walk through about that. Joy will send an example of a recent reserve study done on a similar HOA that included pump houses.

## **8. Master landscaping plan- this is a huge topic with tons of different aspects....**

a. Xeriscape options?

b. Reduce water usage options?

c. Tree limb safety/home liability?

d. leaves pick up: spending a lot on picking up leaves on private property. Whose responsibility should that be?

Joy suggested a reserve study to get a better idea of what will need to be done to maintain the property over the next several years. Joy will provide an example of a study she just did for another HOA.

## **9. Updating CCR/Bylaws:**

Tawni has reached out to three local law firms and Altitude Law to get proposals for updating our governing documents. Will update once we receive those bids back.

## **10. Get 9 guiding policies created and published:**

These are in process and will be ready for the board to review by next week.

## **11. Review of WD Yards contract from 2025 for potential changes for 2026:**

Andy would like to review the contract and possibly get other bids after 2025.

## **Other Business:**

- Mailboxes are in bad repair. Joy will call the post office to see if they will cover the cost of repair/replacement of the boxes.
- A motion was made by Peggy Maurer to approve the minutes of the 2.6.2025 board meeting. Robin Cyr seconds. Motion passes.
- Peggy announced she would be stepping down from the board as treasurer. She said that Gail Corbett would be a good option to replace her. Discussion was had around what the plan should be. Peggy will stay on for a couple of months, and Andy requested a proposal from Divergent Properties to add financial management to their contract. A proposal will be provided to the HOA from Divergent.
- There was discussion around quarterly board meetings and when the annual meeting should be. Joy suggested September for the annual meeting due to the 90-day window in which budget ratifications can be made before the beginning of the year.

2025 Quarterly Meeting dates:

# The Vineyard Homeowners Association



April 19, July 26, September 13, and November 1

## Questions from Joy and Tawni:

Past financials-3 years of P&L's and/or EOY Reporting: Peggy will check access options in QuickBooks to make sure Divergent can get the information needed.

Any other past documents we need to archive in the drive: MaryEllen has past meeting minutes she will provide and the shed will be checked for documents as well.

WD Yards walk through

RV Lot Information-contracts, tracking process: Peggy will send tracking spreadsheets to be saved into the google drive for all to access. Will possibly add the application to the website as a form similar to violation reporting and ACC requests.

Approved by:

*Andy Smith*

Andy Smith (Dec 1, 2025 21:15:24 MST)

Andrew Smith – President

*Robin Cyr*

Robin Cyr (Dec 3, 2025 13:09:20 MST)

Robin Cyr – Secretary

# 2.27.2025 Board Working Session Meeting Minutes

Final Audit Report

2025-12-03

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