

The Park HOA Board Meeting — 5/19/2026

Meeting called to order at 6:04 PM

Format: Virtual (Zoom)

Attendees: Quinn Hunsaker, Nick Gibb, Keri Keele, Elena Anderson, James Cardoso, Brantly Thomas, Alisha Smith, Amber Flink (Welch Randall). Approximately 18 homeowners attended the public portion.

Key Takeaways

- Pool opening confirmed for Memorial Day weekend, pending final maintenance. New food restriction reviewed (no food inside the fenced pool area). New rules and parking signage finalized.
- Board approved purchase of pool loungers (target 24 chairs, not to exceed \$4,000) to be funded from the Master Reserve, as pool furniture is an item identified in the current reserve study. Existing loungers to be sold to homeowners at \$50 each, with proceeds returning to the HOA.
- Board policy reaffirmed: yard maintenance enforcement remains complaint-driven rather than proactive inspection. Specific homeowner address to be re-submitted to Amber for enforcement follow-up.
- Recycling services declined for the community after homeowner inquiries.
- Quinn introduced two building envelope study proposals (J2 Building Consultants and Higgins & Associates) for the Brighton/Mansion townhomes. Board to review proposals before voting. J2 proposal expires Saturday, May 23rd.
- Pool fobs to be deactivated for homeowners 30+ days delinquent on dues, in addition to the existing rule allowing deactivation for disruptive behavior.
- Next meeting: in-person at James's residence, board only, date to be scheduled.

Financial Review

- **Current balances (as of 5/19/2026):** Operating Checking \$76,187.28, Master Reserve \$126,997.30, Brighton/Mansion Reserve \$105,482.19, Fieldstone/Cottages Reserve \$48,452.44.
- **Reinvestment fees:** Four homes sold March–April (one Brighton townhome, two Richmond homes, one Fieldstone home). Cole West paid \$11,692 (50% of reinvestment fee income) per the developer reimbursement agreement.
- **Pool maintenance:** April expense was higher than typical due to Landshark Commercial Pool and Spa consolidating repairs and their \$500 monthly fee on a single invoice. This is not expected to recur.
- **Snow removal:** Significantly under budget for the year due to a mild winter.
- **Insurance renewal:** HOA insurance renews July 1st. Amber is working with the current provider; Elena has connected the HOA with an additional insurance provider for competitive quotes.
- **Financial Approval:** Board approved the financial statements. Moved by Quinn, seconded by Keri, with Elena concurring. No opposed votes.

Pool Updates

- **Opening:** Pool opens Memorial Day weekend, weather permitting. An email confirming opening date will be sent to residents.
- **Rules and signage:** Updated rules emailed to residents on 5/18. Two new signs will be installed at the pool. Food is now prohibited within the fenced pool area.
- **Access:** Residents reminded that they are responsible for damages caused by guests they admit using their fob. Maintenance personnel have their own access fobs.
- **Non-resident usage:** Keri noted that increased usage by non-residents affects chemical pH balance and increases costs. Residents are asked to admit only their own guests.
- **Pool parking:** Stall signage updated to align with pool hours (6 AM–10 PM). Love Towing is authorized to tow vehicles using pool parking outside those hours or unrelated to pool use.
- **Maintenance issues:** Nick reported that Landshark identified a leaking component and a malfunctioning float sensor in the pump room, and that hot tub jets were not functioning at the time of the meeting. Repairs to be confirmed before the weekend opening. Keri to follow up with Landshark.

Landscaping

- **Vendor walkthrough:** A walkthrough with Sandstone is scheduled for Thursday, May 28th at 3:00 PM. Amber and Brad will attend. Board members welcome to join. The walkthrough will cover common areas, Brighton/Mansion grass areas, and Fieldstone/Cottage yards.
- **Scope clarification:** Sandstone's services do not extend to Richmond Homes or Brighton Rental townhome yards — those are individual homeowner/Brighton's responsibility.
- **Homeowner concerns:** Robin Davis (950 N / 2025 W) reported that parking strip trees and a front tree were removed but not replaced. Address to be added to the existing tree replacement list.
- **Yard maintenance enforcement:** Kevin raised concerns about a neighboring yard that has remained unmaintained for 4–5 years, with weeds blowing into adjacent properties. The board reaffirmed its complaint-driven enforcement approach. Kevin to email Amber the specific address; Amber will verify the date of the previous warning to determine fining eligibility.

Parking and Traffic Safety

- **800 North parking:** Kelly Hawkes raised safety concerns about heavy street parking on 800 North creating one-lane traffic, snowplow difficulties, and obstructed mail/garbage service. The board discussed but cannot enforce parking on public streets following May 2025 state legislation.
- **Love Towing signage:** Glen Schippers asked for clarification on the “no on-street parking” signs near 1925 W / Gordon and Gordon / North Center. Amber confirmed these are required by state law at main entrances for the tow company to patrol private streets, and do not apply to public city streets. Board to look into whether additional signage at private street entrances may reduce confusion.

- **Ellison Park overflow:** Several homeowners and board members reported continued overflow parking from Ellison Park events. Residents reminded to call Love Towing if vehicles park on private streets without authorization.
- **Speed and safety:** James and Kevin raised concerns about vehicles speeding through the community, particularly on private streets. Board discussed that enforcement on public streets is a city matter. Residents encouraged to report license plates to police. James to check with Layton City on potential signage or other measures.
- **Grassy area at 800 N / 2075 W:** Kelly suggested converting this area to parking stalls. James to inquire with the city about green space requirements.
- **E-bike safety:** Glenn raised concerns about youth speeding on electric bikes. Board noted recent state law changes regarding licensing, registration, and helmet requirements for e-bikes on roads.

Other Homeowner Items

- **Camera surveillance network:** Mark reported that a private door-to-door company is installing exterior cameras on individual homes with a paid subscription app that allows users to view footage from cameras throughout the community. Keri noted the company is owned by a resident's family member; four cameras total expected. Quinn to follow up with Mark for additional details and review against community guidelines.

Decisions Made (Closed Session)

- **Recycling services:** Declined. Two homeowners had inquired through Layton City. Board determined there is no feasible way to accommodate either individual cans (no space) or a shared dumpster (history of misuse in other communities). Unanimous.
- **Pool furniture purchase:** Approved purchase of pool loungers, not to exceed \$4,000, funded from the Master Reserve. Pool furniture is identified in the current reserve study with a \$3,000–\$4,000 estimated replacement cost and a useful life that has now elapsed.
 - **Pool Furniture Purchase —** Approved 24 loungers. James, Brantly, Alisha, and Elena initially. Quinn and Nick concurred once funding source was clarified as Master Reserve. Purchase of pool loungers not to exceed \$4,000, funded from the Master Reserve (pool furniture is identified as a reserve study item).
 - **Disposal of existing loungers:** Approved sale of existing 14 loungers to homeowners at \$50 each, proceeds returning to the HOA. Keri to post on community Facebook page once new chairs arrive. Approved by Quinn, Nick, Elena, and James.
- **Pool fob deactivation policy:** Confirmed that fobs may be deactivated for homeowners 30+ days delinquent on dues who are non-responsive to collection notices. This is in addition to the existing rule allowing deactivation for disruptive behavior at the pool. Amber to coordinate with Jenny on implementation. Verbal consensus from board members present.
- **Pool fob replacement for new owners:** Confirmed that when a homeowner sells their unit without transferring the fob, the cost of replacement is not the HOA's responsibility. New owners directed to work with their realtor and the previous owner. Verbal consensus from board members present.

Brighton/Mansion Townhome Building Envelope Study (Quinn's Update)

- Quinn reported that the Brighton Townhome Subcommittee has been working to scope an independent building envelope study for the 64 owner-occupied townhomes (12 buildings), to provide a comprehensive professional assessment of roofs, exterior cladding, decks/porches, drainage, and related items.
- Two proposals received:
 - **J2 Building Consultants:** \$6,400 flat fee. Plumbing scope coordination billed separately by subcontractor. Proposal expires May 23rd.
 - **Higgins & Associates (Denver):** \$5,565 base plus approximately \$4,610 in travel costs (potentially reducible if paired with another regional project). Narrower scope; hourly billing.
- Quinn emailed both proposals to the full board for review. No vote called at this meeting. Funding would come from the Brighton/Mansion Reserve, not from shared/operating funds.

Pending Items / Awaiting Information

- **Lift Up Concrete:** Estimate for Fieldstone concrete step repair due June 2nd.
- **Sandstone trenching project:** Bid still pending from Jake for the trenching work discussed at the April meeting.
- **Landshark pool repairs:** Invoice for pump room float sensor and leaking component pending. Keri to follow up.

Action Items

- **Amber:** Send written email confirmation regarding Kevin's neighbor yard maintenance violation, verify date of prior warning and determine fining eligibility.
- **Amber:** Add Robin Davis's address (950 N / 2025 W) to the tree replacement list.
- **Amber:** Coordinate insurance renewal quotes from the current provider and Elena's referral; share with board for review before July 1st.
- **Amber:** Obtain estimate from Lift Up Concrete on June 2nd for Fieldstone step repair.
- **Amber:** Follow up with Jake on the trenching project bid.
- **Amber:** Coordinate purchase and shipping of approved pool loungers from Master Reserve once selection finalized; shipping to Nick's address.
- **Amber:** Confirm with Jenny that fob deactivation occurs for previous homeowners when a new fob is issued for the same address.
- **Amber:** Implement 30-day delinquency fob deactivation policy with Jenny.
- **Keri:** Contact Landshark regarding pool pump room repairs and hot tub jet issues; confirm before weekend pool opening.
- **Keri:** Post existing loungers for sale on community Facebook page at \$50 each once replacements arrive.
- **Nick, James & Elena:** Source pool lounge options under \$4,000 budget and share findings with board for final selection.

- **James:** Inquire with Layton City regarding (1) speed limit signage on public streets within the community and (2) requirements for converting the 800 N / 2075 W green space to parking.
- **Quinn:** Email J2 Building Consultants and Higgins & Associates proposals to the full board for review.
- **Quinn:** Follow up with Mark on the private camera surveillance company and assess against community guidelines.
- **Board:** Review building envelope study proposals before next vote (J2 proposal expires May 23rd).
- **Board:** Evaluate alternative communication tools (e.g., GroupMe, Discord) to reduce email volume, with formal votes still documented via email for the record.

Next Meeting

- **Format:** In-person, board members only (no homeowner attendance)
- **Location:** James Cardoso's residence
- **Date/Time:** To be scheduled
- The board indicated a preference for alternating between meetings open to homeowners and board-only working meetings.