

The Park HOA Board Meeting — 4/23/2026

Meeting called to order at 7:11 PM

Location: Nick Gibb's residence

In person: Quinn Hunsaker, Elena Anderson, Nick Gibb, Keri Keele, James Cardoso. Via Zoom: Amber Flink (Welch Randall), Alisha Smith (Brighton Homes).

Key Takeaways

- Discussed potential resolution to account separation mechanics. Brad to provide updated management fee quote.
- Pool rules finalized for signage. Quinn and Amber to collaborate on wording and design for board approval before ordering.
- Landscaping improvements approved across all common areas. Alisha approved battery timer installation on rental meters for water tracking.
- Board interested in \$10,000 trenching project to prepare for future secondary water, pending formal quote, to be paid for with snow removal savings.
- Next meeting May 19th at 6:00 PM at the library with homeowner attendance and Zoom option.

Financial Review

- **Current balances:** Checking \$93,971.80, Master Reserve \$120,000, Brighton Townhomes Reserve \$103,233, Fieldstone/Cottages Reserve \$47,558.
- **Reserve allocations confirmed:** Master \$16.50/unit/month (\$4,488/mo total), Brighton Townhomes \$32/unit/month (\$2,048/mo total), Fieldstone Cottages \$16.30/unit/month (\$864/mo total). Quinn presented a breakdown derived from the 2026 budget document, and Amber confirmed these align with current transfers.
- **Reinvestment fees:** Cole West received first payment of \$11,692 (50% of \$23,384). Remaining 50% already properly allocated to master reserve. Quarterly payments will continue.
- **Snow removal savings:** Approximately \$19,000 saved by using per-push pricing instead of flat rate contract.
- **HOA insurance renewal:** Due in July. Amber will seek competitive quotes for board review.
- **Financial Approval:** Board unanimously approved financial statements.

Account Separation

- **Transfer mechanics:** All dues can continue depositing into the master operating account. Bookkeeper (Trista) will calculate fixed monthly amounts and transfer to new Brighton and Fieldstone operating accounts, identical to the current reserve transfer process. This avoids AppFolio software limitations around separate deposit instances.
- **Ongoing fund allocation:**
 - Brighton/Mansion: \$137/unit/month to operating (\$169 dues minus \$32 reserve)

- Fieldstone/Cottages: \$108.70/unit/month to operating (\$125 dues minus \$16.30 reserve)
- Master: \$58.50/unit/month to operating (\$75 base dues minus \$16.50 reserve)
- **Management fee update needed:** Brad to provide revised quote for managing the 6-account structure using the monthly transfer method. This approach may be less expensive than the original estimate since it avoids separate deposit instances in AppFolio.
- **Historical fund split:** Still requires legal consultation and compromise agreement to divide existing commingled operating funds into three accounts. Board acknowledged this cannot be calculated perfectly and will need attorney guidance.

Water Management

- **Usage measurement:** Jake (Sandstone) will conduct water readings at all backflow locations between now and May to estimate common area vs. residential usage using flow meters. Amber will provide water bills for comparison.
- **Brighton rental meters:** Alisha approved installation of battery timers on Brighton rental property meters. This will enable separate control and tracking of HOA-maintained water zones (blue areas on map). Current reimbursement arrangement with Alisha continues until secondary water arrives. Amber to email Jake confirming approval, copying all board members.
- **Secondary water timeline:** Estimated 2–4 years out. Board interested in a \$10,000 trenching project (northwest corner to Elena's house) to prepare for future connection, which could leverage the \$19,000 in snow removal savings from this year. Pending formal quote from Jake and potential competitive bids.
- **Drought compliance:** City requires 20% reduction in water usage from prior year. Watering priority will focus on flower beds to keep new plantings alive rather than grass.

Pool Rules and Enforcement

- Pool rules were reviewed item by item. The board will maintain the full set of existing rules with minor updates (no food within the fenced pool area replaces the previous 10-foot rule).
- Quinn and Amber are collaborating on two deliverables:
 - Complete rules document to be emailed to all residents before pool opening
 - Condensed version for new signage at the main gate emphasizing the most critical rules (under-16 age requirement, guest policy, no food, swim diapers, trespassing).
- Sign design mockups will be sent to the full board for approval before ordering.
- Target is to have new signage installed before the May 22nd pool opening.

Landscaping

- **Approved scope:** Mulch, trees, and bushes in all colored common areas per zone map. One-year warranty on all plantings from Sandstone. Backyards behind fences excluded. Brighton townhome front door areas excluded but driveway strips included.
- **Watering priority:** Flower beds will receive priority watering over grass to ensure new plantings survive. Grass will recover but trees and bushes will not.

Action Items

- **Amber:** Email Jake confirming Alisha's approval for battery timer installation on rental property meters, copying all board members.
- **Amber:** Request formal written quote from Jake for the trenching project with specifications.
- **Amber:** Obtain 3 competitive quotes for HOA insurance renewal (July deadline).
- **Amber:** Send Brad's revised management fee quote for the 6-account structure using the monthly transfer method.
- **Amber:** Reserve library meeting room for May 19th at 6:00 PM (or May 20th if unavailable).
- **Amber:** Coordinate with Jake on water bill access for usage calculations.
- **Amber:** Send parking enforcement reminder email to all residents regarding pool parking rules.
- **Quinn & Amber:** Finalize pool signage wording and send design mockups to full board for approval before ordering.
- **Elena:** Provide library card information to Amber for room reservation.
- **Alisha:** Send reminder email to rental tenants about pool parking enforcement.
- **Board:** Consider competitive bids for trenching project despite Jake's existing engineering work with the city.

Next Meeting

May 19th, 6:00 PM at the Layton Library (pending availability). Homeowner attendance welcome with Zoom option. Public portion with 2-minute Q&A per person, followed by executive session after homeowners are excused. Summer outdoor "Meet the Board" gathering at pool area under consideration for July.