The Park HOA Board Meeting — 6/23/2026

Meeting called to order at approximately 6:00 PM

Location: 817 N 2175 W, Layton, UT (in person)

Meeting type: Regular board meeting — board only (legal/executive matters)

Recorded by: Quinn Hunsaker, Secretary

Present (5 of 7 — quorum met): Quinn Hunsaker, Brantly Thomas, Elena Anderson, Keri Keele, James Cardoso. Also present: Brad (Welch Randall). Absent: Nick Gibb, Alisha Smith.

Key Takeaways

- Board approved up to $3,000 (not-to-exceed) for attorney John Morris to perform a Phase 1 document and title review of the Fieldstone governing-document gap, paid from the commingled/shared account. Phase 2 drafting (estimated $7,000–$15,000) deferred until Phase 1 is complete.
- Board approved the operating account-split allocation: 52% Master, 29% Highland Park/Mansion, 19% Fieldstone, based on operating-fund contributions only (reserves excluded). Timing of the split deferred until after the Phase 1 legal review.
- Welch Randall renewal confirmed as an 18-month term (July 1, 2026 – December 31, 2027), co-termed with the budget cycle; to be e-signed by the President.
- Secondary-water trenching bid (~$1,371) approved.
- Pool signage (gate sign + 5 QR-code signs) and the all-homeowner pool rules mailer (6 rules) approved.
- Wayfair pool loungers (5 sets of 4, ~$3,500) approved from the previously authorized $4,000 Master Reserve budget.
- J2-related sewer-scope quotes were NOT approved; the board will instead pursue an optional, homeowner-funded, HOA-coordinated bulk scoping program.
- The previously scheduled $14/month Highland Park/Mansion dues increase was deferred to the fall 2026 budget cycle, when split-based expense allocations will be available.
- Going forward, board meetings will be noticed to homeowners and open for attendance (public comment period); implementation begins after this meeting.

Financial Review

- **Balance sheet (as of 5/31/2026, last reconciled):** Total cash $366,147.75 — Operating Checking $77,315.70; Master Reserve $131,742.24; Mansion Reserve $107,742.30; Cottages/Fieldstone Reserve $49,347.51 (Prepaid Rent liability $14,644.23).
- **Income statement (May 2026):** Net income $16,042.74; total operating income $42,317.20; total operating expense $26,774.58; net operating income $15,542.62; interest income $500.12 for the month.
- **CW Development owing balance:** $745,629.58 (50% of reinvestment-fee income owed to CW for amenities funded during construction). Brad to verify whether a ~$11,000 outstanding balance previously discussed has been paid.

- **Banking:** Welch Randall is transitioning multiple communities to First Citizens Bank; improved interest-rate and loan options will be available once the account-split decision is finalized.
- **Reporting requests:** Board requested comparative (prior-period) income statements going forward and expressed support for shifting the fiscal year to a January–December calendar for easier budgeting. No formal motion to approve the financial statements was recorded; figures were reviewed without surprises (bills previously approved).

Insurance Renewal (renews ~July 9, 2026)

- **Pending quotes:** A Philadelphia option and a third quote are still in process. No vote taken; the board will vote electronically (special meeting or unanimous email) once all quotes are received, ahead of the ~July 9 renewal.

Secondary Water Trenching

- **MOTION (carried 5–0):** Accept the trenching bid of approximately $1,371 (well under the ~$10,000 originally anticipated) to pre-trench for a future secondary-water hookup, funded from snow-removal savings. Brad to confirm scheduling with Sandstone/Jake.

Welch Randall Contract Renewal

- **MOTION (carried 5–0):** Following the June 15 unanimous email vote to renew (DR-050), confirm an 18-month term, July 1, 2026 – December 31, 2027, co-termed with the budget cycle; new pricing effective July 1, 2026.
- Base agreement to be e-signed by the President (Bylaws §5.6) before month-end; an addendum will follow once the bank-account-split administrative work is scoped.

Pool Signage & Mailer

- **Signage — MOTION (carried 5–0):** One larger gate sign (keep the gate closed/secured; residents and guests only; do not prop open or admit strangers) plus five small QR-code reporting signs (pickleball court, pool area, and restroom doors) linking to the no-sign-in complaint form. WR has a request in to add photo-upload capability to the form.
- **Mailer — MOTION (carried 5–0):** Approve the all-homeowner pool-rules mailer, trimmed to six rules (the disruptive/lewd-behavior item was flagged for removal; gate/prop language retained for renters who may not receive email). Includes a forward-looking note that a revised fine schedule will be circulated for comment, and a deterrent note that persistent violations could eventually force a paid pool monitor and a dues increase. Quinn to finalize exact wording and send final versions to Brad for production.

Landscaping

- Mulch installation has begun. Jake's quote for additional trees has not yet been received; Brad/Amber to follow up — also on scheduling for the already-approved trees (1-year warranty), weekly project/issue updates from Sandstone, and written confirmation of the backyard mulch scope for Fieldstone.

J2 Inspection & Sewer-Scope Quotes

- The J2 building-envelope inspection of the 64 Highland Park/Mansion townhomes (funded from the Mansion Reserve) is coordinating sub-contracted sewer-line scoping after a homeowner reported a sewer 'belly.'
- **DECISION:** No quote approved. HOA-funded spot-checks were judged low-value on a 64-home sample. Welch Randall will instead pursue an optional, homeowner-funded, HOA-coordinated bulk scoping program at a negotiated rate. Brantly to identify a home-inspector contact for bulk pricing (Brantly cannot be paid for this work as a board member/company owner — conflict noted and avoided).

Fieldstone Governing Documents (Legal Review)

- Attorney John Morris (consult held June 1) confirmed there is no recorded supplemental declaration or special CC&Rs defining Fieldstone's services or authority to charge supplemental dues — services run on precedent only, creating legal and financial exposure.
- **MOTION (carried 5–0):** Authorize up to $3,000 (not-to-exceed) for John Morris's Phase 1 document & title review — validate the gap, confirm the account split has no legal landmines, and scope a fix — paid from the commingled/shared account now so no single sub-group bears the cost later.
- **Phase 2 (deferred):** Drafting estimated at $12,000–$15,000 for a Master Declaration amendment, or possibly ~$7,000–$10,000 for a Fieldstone-only supplemental declaration. Scope and cost to be confirmed after Phase 1.
- **Two governance paths (decision deferred):** (a) Fieldstone supplemental declaration / service-area establishment — the board's document review indicates ~67% Fieldstone-owner approval (the attorney initially feared 100%); or (b) a Master CC&R amendment requiring 65% of total allocated interest (Section 13).

Operating Account Split

- **MOTION (carried 5–0):** Allocate the commingled operating balance by the contribution-ratio method — 52% Master, 29% Highland Park/Mansion, 19% Fieldstone — based on operating-fund contributions only (reserves excluded). The attorney independently arrived at the same proportional method as the most defensible.
- **Timing: E**xecution after Phase 1 of Legal Review.

Reserves Discussion (background)

- **Master Reserve — very healthy:** Contributing ≈$53,856/yr (~$16.50/unit/month) versus the 2024 study's ~$15,000/yr (~$4.60/unit/month) — roughly 3.5×, before reinvestment fees (all of which currently flow to the Master Reserve). The board did not favor increasing Master reserve contributions and noted theoretical room to lower Master dues.

- **Mansion (Highland Park, 64) Reserve — severely underfunded:** The 2024 study recommends ~$125/unit/month versus roughly $20–32/unit/month contributed; over $100,000 short (~41% funded).
- **Fieldstone/Cottages (53) Reserve:** ≈$49,347, contributing ~$16.30/unit/month, with no reserve study ever performed.
- **Usage & guidance:** Reserve funds may be used for long-term project/replacement items (e.g., mulch/trees, pool furniture) under Utah law; the reserve study is a guide, not a strict limit. The board flagged the study's inconsistent interest-rate assumptions (10% master / 0% townhome).
- **Flagged for a future meeting:** Whether reinvestment fees from Fieldstone and Highland Park sales should be redirected to their own reserves rather than the Master Reserve (Reimbursement Agreement §7 allows splitting). A Fieldstone reserve study (~$1,300–$1,800) will be needed once governing docs are recorded — reserve firms will not set reserves without them.

Highland Park / Mansion Townhome Dues

- **Decision — defer:** The previously scheduled $14/month annual increase (set 1/1/2025; intended yearly) was missed in 2025 during the AMRES→WR transition. No increase was enacted now. The board deferred to the fall budget cycle, when the 2027 budget can be built with accurate, split-based expense allocations. Catching up only ~$5,400 by year-end was judged not worth the homeowner friction of an unexplained mid-cycle increase.
- **Budget accuracy concern:** Quinn flagged the 2026 Highland Park budget as likely inaccurate — the full insurance premium (~$22,000 as carried in that budget; actual community premium is higher) appears allocated entirely to the townhome budget though it covers the whole community; landscaping and insurance lines also look overstated. Reallocating operating dollars to reserve could reduce the needed increase.
- **Plan:** Quinn and the townhome subcommittee to review 2026 fixed-vs-variable costs with Brad/Amber, separate shared vendors (landscaping, snow, water) by sub-group, build an accurate multi-year 2027 budget, and send a fall homeowner communication explaining the reserve trajectory before any increase. Current all-in townhome dues are $244 ($75 base + $169 supplemental); a sustainable figure is likely closer to $300.

Pool Furniture & Shade

- **MOTION (carried 5–0):** Order 5 sets of 4 Wayfair lounge chairs (~$3,500 + tax), within the previously approved $4,000 Master Reserve budget (pool furniture is a reserve-study item). Quinn to send the link to Amber to order.
- Old pool tables and table chairs to be posted for sale (~$50) once replacements arrive.
- Shade sails/canopies (drilled posts + triangular fabric sails, as installed at Cradle Farms) are favored but deferred until the account split clarifies available budget.

Bathroom Counters

- Six counter supports across the two pool restrooms are loose and unsightly but not at imminent risk (a prior 2×4 brace exists in the men's room; the women's lacks bracing).

Brad/Amber to obtain a handyman/building-services quote to reinstall vs. replace — deliberately not a counter-replacement vendor, to keep it a repair.

Votes Taken (all 5–0; Nick & Alisha absent)

Motion / Item	Result
Phase 1 legal review — up to $3,000 (not-to-exceed), from commingled funds	Approved 5–0
Account-split allocation — 52% Master / 29% Highland Park / 19% Fieldstone	Approved 5–0
Welch Randall renewal — 18-month term (7/1/2026–12/31/2027)	Approved 5–0
Secondary water trenching bid (~$1,371)	Approved 5–0
Pool signage — 1 gate sign + 5 QR-code signs	Approved 5–0
Pool rules mailer — 6 rules (Quinn to finalize wording)	Approved 5–0
Pool loungers — 5 sets of 4 Wayfair (~$3,500), from $4,000 reserve budget	Approved 5–0
J2 sewer-scope vendor quotes	Not approved — pivot to homeowner-funded bulk program
Highland Park $14/month dues increase	Deferred to fall budget cycle
Insurance renewal	No vote — electronic vote pending remaining quotes

Action Items

Owner	Action
Brad / WR	Engage John Morris to begin the $3,000 Phase 1 document & title review (from commingled funds); report back the confirmed gap, account-split clearance, and Phase 2 scope/cost.
Brad / WR	Circulate the 18-month WR renewal agreement (7/1/2026–12/31/2027) for the President's e-signature before month-end; prepare the bank-split addendum once that work is scoped.
Brad / Amber	Finalize insurance: obtain the Philadelphia and third quotes; circulate Auto-Owners options for an electronic vote before ~July 9; explore the Lamont→Cole's-broker change; confirm townhome coverage can be broken out per building for the split.
Brad / Amber	Schedule the approved trenching with Sandstone/Jake; follow up on the additional-trees quote, already-approved tree planting dates, weekly Sandstone updates, and a written Fieldstone backyard-mulch scope.
Brad / Amber	Obtain a handyman/building-services quote for the bathroom counter supports (reinstall vs. replace).
Brad / WR	Add comparative (prior-period) income statements; prepare for a fiscal-year change to January–December; confirm whether to open the First Citizens accounts now (held ~1 month) pending legal.
Brad	Verify whether the ~$11,000 outstanding owing balance was paid; run for the current month.
Brantly	Identify a home-inspector contact offering bulk pricing for a homeowner-funded, HOA-coordinated sewer-scope program (avoid board-member compensation).
Quinn	Send Amber the final Wayfair lounge link (5 sets of 4) to order; send Brad the final signage and mailer versions; coordinate sale of old pool tables/table chairs (~$50) once replacements arrive.
Quinn / subcommittee	Review 2026 fixed-vs-variable Highland Park costs with Brad/Amber; build an accurate 2027 budget; draft the fall homeowner communication on the missed $14 increase and reserve trajectory.
Keri	Obtain the fence-screen quote (via Amber) for pool chemical storage; ask Landshark about on-site chemical storage and any cost impact.
James	Follow up with Layton City on speed-limit signage and green-space/parking conversion.
Brad	Circulate a full-month July availability poll; confirm Nick's weekday constraints; begin homeowner-noticed open meetings.
Board (future)	Decide the Fieldstone governance path after Phase 1; revisit reinvestment-fee allocation, the Fieldstone reserve study, design guidelines, and document cleanup; finalize the fine schedule after legal review + notice-and-comment.

Next Meeting

- Date: TBD — Quinn to circulate a full-month July availability poll
- Going forward, board meetings will be noticed to homeowners and open for attendance (comment period), followed by an executive session