

# The Park HOA Board Meeting — 7/29/2026

Meeting called to order at approximately 6:30 PM

Location: Elena's house (in person) / Zoom

Present (7 of 7 — quorum met): In person — Quinn Hunsaker, Brantly Thomas, Elena Anderson, Keri Keele, James Cardoso. Via Zoom — Alisha Smith, Nick Gibb (departed early).

## Key Takeaways

- Pool: Amazon stainless-steel replacement ladder approved (Brantly to install); vacuuming increased to 4x/week (M/W/F/Su, +\$200/month); fence screen approved at \$525.
- Sewer scoping approved for all 64 Highland Park/Mansion lines (~\$20/line, ~\$1,280) from the Mansion Reserve; homeowner notice to go out ~1 week before work begins.
- Landscaping: trenching complete; mulch and trees completed by 7/28. Board will not dispute Sandstone's ~\$5,000 Fieldstone backyard mulch quote — a second quote will be compared instead. Corrected, itemized Wasatch Lawn Pros bid still pending (snow removal excluded).
- Alyssa Nay home-business request (Fieldstone) approved, conditioned on client parking compliance.
- John Morris legal update tabled — expected by end of day Tuesday, August 4.
- Board communications: no formal policy adopted; norms agreed on routing issues through Welch Randall, and a disclaimer to be added to the community Facebook page.
- Recurring meetings adopted: third Wednesday of each month, 6:30 PM. Financial summary moves to the public portion of future meetings.

## Open Forum (6:30–7:00 PM)

- Kelly Hawkes: Asked Layton City to paint curbs red near the Gordon Ave / 1925 W exit to improve sight lines; city reviewing. Board confirmed mulch is being added over the existing weed fabric and weed spraying is contracted 3x per season.
- Vicki Flores: Fence damage along the park from baseball traffic squeezing through/over the fence — directional signs approved (see Ellison Park Fence). Her April service ticket was found unactioned, prompting a Welch Randall work-order audit.
- Linda (landlord): Asked about townhome structural findings — the J2 building-envelope study is ongoing; no final report yet.
- Jared Glade: Sprinkler work order was part of a cluster addressed by Sandstone on 7/24; noted AppFolio work-order emails may land in spam.

## Financial Review

- Balance sheet as of 6/30/2026 reviewed; new budget-to-actual reporting added and well received.
- Reinvestment fees: \$7,000 transferred to the Master Reserve from recent sales. Pool-lounger reserve transfer of \$3,700.07 to be completed this week.
- Cole West: \$11,692 payment confirmed made in April
- Banking: First Citizens accounts active; a free ACH payment option will be available to homeowners in the future.

## John Morris — Legal Update (Tabled)

- Phase 1 update not ready; expected by end of day Tuesday, August 4. Dependent items (account split, design guidelines, Fieldstone governance) remain on hold.

## Pool Items

- **Ladder — MOTION (carried 7–0):** Purchase the Amazon stainless-steel one-for-one replacement (LandShark's ~\$2,300–\$2,400 quote declined). Brantly to install; Gary as backup, labor not to exceed \$100. Liability runs to the HOA policy regardless of installer.
- **Fence screen — MOTION (carried 4–0):** Approve the \$525 fence-screen quote; Gary to execute.
- **Vacuuming — MOTION (carried 5–0):** Increase from 2x to 4x per week (+\$200/month), every other day — Monday, Wednesday, Friday, Sunday. Brad to notify LandShark.
- Pool deck cleaning: no change — condition much improved; open/close-of-season pressure washing retained.
- Bathroom counter quote still pending (Amber prioritizing). Approved signage printed — pickup 7/30; installation being scheduled with Gary.

## Landscaping

- Trenching (secondary water): complete. Mulch and trees: nearing completion, including Highland Park townhome gated areas; new mulch well received.
- Fieldstone backyard mulch: Sandstone quoted ~\$5,000, taking the position the backyards were outside the original scope. DECISION: not worth disputing — Welch Randall to obtain a second quote (matched mulch color) and the board will select the lower-cost option.
- Wasatch Lawn Pros (second bid): Corrected, itemized quote still pending — to be broken down by property group with snow removal removed (the fixed monthly/two-push model was declined). Board remains open to a vendor change once a complete quote is in hand.
- Sandstone contract: Welch Randall to verify termination terms (believed month-to-month / 30-day notice) and any performance clause.
- Meter-separation project: stalled with Sandstone; Elena taking it over directly (controller PIN and water bills from Welch Randall).

## Sewer Scoping — Highland Park/Mansion (64)

- **MOTION (carried):** Scope all 64 lines at ~\$20/line (~\$1,280 total) via a home-inspector contact identified by Brantly, funded from the Mansion Reserve; no home access required. Welch Randall to send a homeowner notice ~1 week before work begins; scheduling after the inspector returns in early August.

## Alyssa Nay — Home Business Request (Fieldstone)

- **MOTION (carried 4–0, 1 abstention):** Approve the home-business request under CC&Rs §10.11, conditioned on client parking compliance as described in her request. Welch Randall to send a reminder on the parking condition.

## Ellison Park Perimeter Fence

- The HOA-owned south perimeter fence continues to suffer bent/missing rods from park foot traffic and wear. DECISION: start with two directional "please use the gate" signs near the baseball field (added to the signage order); evaluate additional gates or other measures if damage continues.

## Board Communications & Social Media

- No formal policy adopted at this time; the board will revisit if issues arise. Consensus norms agreed:

- Individual board members do not direct vendors, change service arrangements, or make policy decisions outside board action — decisions belong to the board as a body, and member statements on HOA matters carry perceived authority whether intended or not.
- Homeowner issues should be routed to Welch Randall/official channels (work orders, the complaint form, board meetings); members may be informative and helpful (e.g., sharing rules or CC&R provisions) while steering matters that require board discussion to the agenda.
- Members will avoid negative public commentary about vendors or HOA disputes on social media.
- A disclaimer will be added to the community Facebook page clarifying it is a neighborhood page — not an official HOA communication channel — and that individual comments do not represent board action. The page banner directing residents to Welch Randall contact information is retained.

## Exterior Repair & Pest Requests

- 739 N 2050 W (realtor request): fence rod and light-fixture cover — homeowner responsibility; roof penetration/vent caulking — HOA responsibility, Profile to perform (~\$150–\$300).
- 765 N (hornets/wasps on shared meters): homeowner responsibility — pest control is not an HOA service absent structural risk. Welch Randall to respond to both residents.

## Welch Randall Service Coordination

- The board and Brad discussed recent follow-up gaps and capacity candidly. Norms agreed: route decision items to board meetings where possible and explicitly flag genuinely urgent items; Welch Randall to audit older open work orders for anything missed.

## Votes Taken

| Motion / Item                                                                                         | Result                                    |
|-------------------------------------------------------------------------------------------------------|-------------------------------------------|
| Pool ladder — Amazon stainless-steel replacement; Brantly to install (labor NTE \$100 if Gary needed) | Approved 7–0                              |
| Fence-screen quote — \$525 (Gary to execute)                                                          | Approved 4–0                              |
| Pool vacuuming — 4x/week (M/W/F/Su), +\$200/month                                                     | Approved 5–0                              |
| Pool deck cleaning — additional service                                                               | No change                                 |
| Sewer scoping — all 64 Highland Park lines (~\$1,280), from Mansion Reserve                           | Approved                                  |
| Alyssa Nay home-business request (CC&Rs §10.11), conditioned on parking compliance                    | Approved 4–0 (1 abstention)               |
| Roof caulking at 739 N 2050 W via Profile (~\$150–\$300)                                              | Approved — HOA responsibility             |
| Fieldstone backyard mulch — dispute over Sandstone's ~\$5,000 quote                                   | Not pursued — second quote to be compared |
| Recurring board meeting — third Wednesday monthly, 6:30 PM                                            | Adopted by consensus                      |

## Action Items

| Owner          | Action                                                                                                                                                                                                         |
|----------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Brad / WR      | Notify LandShark of the new vacuuming schedule — 4x/week, every other day (M/W/F/Su).                                                                                                                          |
| Brad / WR      | Order two "Please use the gate" directional signs for the Ellison Park fence; coordinate pickup (7/30) and installation of all signs with Gary.                                                                |
| Brad / WR      | Audit older open work orders for missed items; update Vicki on her April fence ticket.                                                                                                                         |
| Brad / WR      | Add a financial summary to the public portion of future board meetings.                                                                                                                                        |
| Brad / WR      | Key fobs for the two accounts in collections — confirmed disabled (Jennie).                                                                                                                                    |
| Brad / WR      | Purchase the pool ladder; connect Brantly with Gary as backup (labor not to exceed \$100).                                                                                                                     |
| Amber          | Deliver the bathroom countertop repair bid (prioritized).                                                                                                                                                      |
| Brad / WR      | Verify Sandstone contract termination terms (30-day notice) and performance clause.                                                                                                                            |
| Brad / WR      | Obtain the updated Wasatch Lawn Pros quote — broken down by property group, snow removal removed.                                                                                                              |
| Brad / WR      | Obtain one more mulch quote (similar color) to compare against Sandstone's.                                                                                                                                    |
| Brad / WR      | Send Alyssa Nay the approval with a reminder on the parking condition.                                                                                                                                         |
| Brad / WR      | Update Lisa on the hornet question, respond to the 765 N wasp request, and send repair updates to the 739 N 2050 W residents.                                                                                  |
| Brad / Amber   | Send the homeowner notice ~1 week before sewer scoping begins.                                                                                                                                                 |
| Brad / WR      | Set up the recurring board meeting — third Wednesday, 6:30 PM — and notice homeowners with the Zoom link.                                                                                                      |
| Elena          | Take over the meter-separation project (controller PIN and water bills from WR); follow up with Wasatch on the itemized quote.                                                                                 |
| Brantly        | Install the pool ladder; schedule the sewer-scope inspector upon his return.                                                                                                                                   |
| James          | Continue Layton City follow-up on speed-limit signage.                                                                                                                                                         |
| Quinn          | Produce and circulate these minutes; keep the Decision Register current.                                                                                                                                       |
| Board (future) | Select the mulch vendor once the second quote arrives; decide on the landscaping vendor once Wasatch's complete quote is in hand; revisit reinvestment-fee allocation with the account split and 2027 budgets. |

## Next Meeting

- Third Wednesday of each month at 6:30 PM (next: Wednesday, August 19, 2026, to be confirmed). Welch Randall to send the calendar notice and Zoom link to homeowners.