

**Swiss Alpenhof
HOA Board Meeting Minutes
September 2nd, 2026**

Board in Attendance:

Tami Brown, Stacy Baker, Rich Ternieden, Dennis Poppinga

Primary topics:

Roof project, CC&Rs, Landscaping, Financials, Violations, Architectural Request

Roofing Project Update- Tami

- Building 6 roof status. 50% payment remains on hold until the following issues are resolved:
- Heat cable issues remain. Two owners affected. Riverfront Roofing does not respond within one to two weeks, discussed possibility of obtaining an electrician and deduct the cost from the final payment.
- Copy of warranty documents still not received and remain outstanding.
- Building 1 has been paid in full.

Board Housekeeping Items

- Approval given for deck plans to homeowner, subject to city permits and owner payment for sprinkler or landscaping changes.
- New tenants in unit #10 have a rusty trailer stored in the driveway. The owners remain responsible for tenant violations. Notices being sent, fines will be applied as per the existing Fine Schedule if the violation is not remedied.
- Violation notices: Recommend sending an initial violation notice on day 1 rather than waiting 10 days. Ask WR to tighten up and be more specific in violation verbiage.
- Homeowner requested that trash bins not be stored in front of units. The issue was previously addressed at the last annual board meeting, where other homeowners objected both verbally and in the chat. Jennifer will advise the homeowner that changes require support from 33% of homeowners and board approval.

Landscaping and Irrigation- Dennis

- Irrigation problems affected 21 of 26 units during the summer. Dennis handled numerous of complaints. Board discussed options to give assistance in future. Dennis will “wait and see.”
- Spectrum's final mowing is September 22; fertilizing and weed spraying will follow.
- Billing corrections saved about \$1,000. HOA landscape extras are estimated at \$300 to \$500,
- The board will discuss expectations for upcoming Spectrum contract negotiations and alternatives if needed. Tami will assist Dennis if needed in that process.
- Irrigation damage from driveway construction has been repaired; however, forms and rebar remain at Unit #18.

Governing Document Updates- Rich

- Homeowners must accept or reject the proposed updates electronically by October 9.

- Prepare a consistent response to owner questions, especially those involving pet restrictions.

Financials and Property Matters- Rich

Receivables fell from \$22,000 to \$11,000 since July 31st.

HO who was in arrears, now paid in full. 2nd HO in arrears still owes about \$2,200.

A year-end cash surplus is projected, including \$23,000 in insurance savings.

The board will need to determine how much surplus to place in reserves or apply toward lower owner fees. Rich trying to estimate next year's budget to help give guidance in that process.

Action Items

- Dennis: Meet with Chris at Spectrum re: the proposed contract, expectations, and service concerns; include Tami if needed.
- Dennis: Keep Tami informed of Riverfront Roofing communications regarding resolution of heat cable issues.
- Rich: To reply to homeowner's questions re: the legislative nature of the CC&R updates and prepare for end of year financials and 2027 financial forecast.
- Stacy: To catch up on meeting notes and distribute to board. Additionally inquire with SF if any known premium increase projected for 2027 for Rich.
- Tami: Follow up with Trent at Riverfront Roofing about Building 6 heat cables. Also follow up on request warranty documents. Tami to send Trent a notice if he does not respond promptly.
- Tami: Will confirm next board meeting for first week of November. Topics to be budget planning for 2027 and fall newsletter before December 1 meeting.

Meeting Adjourned