

Sycamore Place HOA

Board Meeting Minutes

Date: June 30, 2026

Time: 6:00 PM

Location: Zoom

Board Members Present

- Shana Stark

Management Present

- Brenda Wagstaff, Welch Randall Real Estate
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Call to Order

The meeting was called to order at 6:00 PM.

Financial Review

Brenda Wagstaff presented the Association's financial report.

- **Operating Account:** \$82,640.15
 - **Reserve Account:** \$107,550.02
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Property Inspection

The board scheduled a community property inspection for:

Thursday, July 16, 2026, at 6:30 PM

The inspection will focus on identifying maintenance concerns, landscaping issues, and other items requiring board attention.

Property Maintenance

The board discussed several maintenance concerns throughout the community, including:

- Reports of dogs not being properly leashed.
- Damage to the pickleball court fence which the city is aware of and will fix.
- General community maintenance items to be reviewed during the upcoming property inspection.

Irrigation and Drought Conditions

The board reviewed the current irrigation schedule and discussed concerns regarding water usage during the hottest parts of the day.

Management will coordinate with the landscape contractor to adjust watering schedules to late evening or early morning hours to improve efficiency and reduce evaporation.

The board also discussed ongoing drought conditions and the importance of conserving water while maintaining the community's landscaping.

Landscaping

The board discussed landscaping concerns, including:

- Dead or failing ground cover plants within the rock landscape partitions.
- The need to evaluate replacement planting and irrigation improvements.

Management will have Jose inspect the irrigation system and provide recommendations and a proposal for necessary improvements.

Annual Owners Meeting

The board discussed plans for the Annual Owners Meeting.

It was agreed that the meeting will be held virtually via Zoom in early fall to provide greater accessibility for homeowners. Any required voting will be conducted through proxy and ballot procedures in accordance with the governing documents.

Rental Cap Review

The board reviewed the Association's rental cap.

The governing documents permit rentals up to 30% of the community, allowing approximately 40 rental units.

Management reported that 31 rentals are currently documented and will continue reviewing homeowner records to ensure all rentals have been properly reported and comply with Association requirements.

The board also reviewed the exceptions allowed under the governing documents for certain hardship or family-related circumstances.

Architectural Requests

The board discussed two pending architectural matters.

Sun Shade Request

The board reviewed a request believed to involve installation of a sun shade attached near existing gutters. Additional information regarding installation methods and specifications will be requested before any approval is considered.

Storm Door Request

The board discussed a request for installation of a white storm door. Management will review previous approvals and governing documents before bringing the request back for formal consideration.

Infrastructure Discussion

The board discussed the location of the community's water shutoff valves, noting that shutoffs serving multiple units are located within individual garages rather than common areas.

Next Meeting

The next Board Meeting was scheduled for:

September 22, 2026, at 6:00 PM

The board plans to conduct a property walkthrough and continue discussions regarding board recruitment.

Action Items

Brenda Wagstaff

- Contact board member regarding attendance and participation.
 - Schedule and conduct the property inspection on July 16, 2026.
 - Coordinate irrigation schedule adjustments with Jose.
 - Request estimate from MV Landscaping for removal of dead plants and replacement.
 - Review homeowner records to verify rental cap compliance.
 - Obtain additional information regarding the proposed sun shade installation.
 - Schedule the Annual Owners Meeting via Zoom for early fall.
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Adjournment

There being no further business, the meeting was adjourned.