STAR POINT CONDOMINIUM ASSOCIATION
Board of Directors Meeting
September 18, 2025, at 6:30 PM

Minutes

Call to Order

The meeting was called to order at 6:35 PM. Members present were Luiz Pinheiro, Maria Lechuga, Tina Lucido and Michael Black. William Machemer was absent with excuse. Karli Phifer and Jessica Lingenfelter, with ACCU, were also present. There were four homeowners present.

First Order of Business

A. **Retaining Wall Project:** The Association loan has been funded. Hall Ryan will begin pre-construction next week, starting with equipment delivery and fencing. Work will occur in two phases, with completion expected before the New Year, weather permitting. Parking in front of the wall will be closed, and certain units (102, 207–210) may have limited access. Jessica will coordinate dumpster relocation and resident notifications.

Homeowner Forum

The Board clarified that each unit has one assigned parking space; while there's no vehicle limit, only one reserved spot is guaranteed per unit. Homeowner JoAnn raised ongoing concerns with the city regarding Sky Park and fence damage and wanted to make sure the issue wasn't forgotten about. Jessica will follow up once contact information is received. A homeowner inquired about the number of pets allowed, and Luiz reiterated that only two pets are permitted per unit unless legal documentation for service animals is provided. A homeowner billing concern will be reviewed after the meeting.

Minutes Approval

The minutes of August 21, 2025, were reviewed. Luiz made a motion, seconded by Tina, to approve of the minutes as presented. With no further comments from the Board or homeowners present, the motion was unanimously passed.

Management Report

Jessica provided the Manager's Report, which included updates on the number of tickets, violations, and work orders, as well as a summary of architectural requests and on-call activity.

Review of Financials

Jessica gave a financial overview of the August financials. Motion by Luiz and seconded by Tina to approve the financials. With no further comments from the Board or homeowners present, the motion was unanimously passed.

Old Business

A. **Honey Locust Tree Removal:** There was a misunderstanding regarding the signed proposal. Luiz was able to get the proposal signed and returned to the Managing Agent for scheduling. Tree removal will proceed, after which plumbing proposals will be obtained. Luiz will provide contact information for Jesse at Down to Earth, and Jessica will reach out to the vendor to confirm scheduling and next steps.

B. **Community Tree Pruning:** Davey Tree's proposal is being updated to include roof clearance. Tina submitted another company for a potential second bid. Jessica will contact the vendor once information is received, and the Board will review all proposals when available.

C. **Hornets Issue:** Luiz set up traps to address the hornet problem. Since the season is now over, no further action is needed at this time. The situation may be reevaluated next year depending on seasonal activity.

D. **Electrical Panel Policy:** The attorney-reviewed policy is ready for adoption. The Board discussed acceptable proof of compliance (permits, electrician sign-off, or city inspection) and concerns about locating old permits. Advance notice will be sent to homeowners with instructions and vendor recommendations. Jessica to work with Karli to draft the letter and obtain quotes for bulk inspections. No formal vote was taken at this meeting.

E. **Updated Collection Policy:** The Board continues to acknowledge the need for an updated collections policy and is awaiting a draft from the attorney for review and potential adoption. The Board also confirmed the selection of the retainer services plan.

F. **Fire Alarm Deficiencies:** Final repairs are underway. Access to one unit is needed for completion, and Jessica and Ashley are coordinating with the vendor and the owner of the unit.

G. **Partial Roof Replacement:** This was approved at last meeting and the is scheduled to be completed within the next two weeks, before winter.

H. **Snow Removal Company:** The Board confirmed they will not continue with the current vendor and will wait for a proposal from Environmental Landworks. The Managing Agent will follow up to obtain an estimate for Board review.

I. **Parking Issue & Towing Company:** The Board clarified each unit has one assigned space, or two spaces for two-bedroom units; governing documents do not limit vehicle numbers. Discussion included updating assignments, issuing passes, contracting a towing company, and signage. Jessica to research options and recommend for Board approval. A homeowner requested a spot swap; Jessica advised submitting via email for tracking and legal review.

New Business

A. **Community Gutter Cleaning:** The Board reviewed the community vendor's proposal for gutter cleaning. Tina made a motion to approve, seconded by Michael. With no further discussion from the Board or homeowners, the motion was unanimously approved.

B. **Building Cable Boxes:** All building cable boxes remain open. The Board is unsure whether Comcast is responsible for securing them or if the Association can do so. Maria will follow up with Comcast for clarification.

Adjournment
There being no further business brought before the Board, Luiz moved to adjourn the meeting at 8:33 PM, seconded by Michael. With no further discussion, the motion carried unanimously.

Executive Session
The Board entered into an executive session to discuss account waivers and legal matters for collections at 8:38 PM. The Board exited executive session at 9:10 PM.

Executive Session Decision
The Board was requested to have a meeting by the owner for account 37728672 to discuss the payment plan and late fee concerns. The Board approved waiving late fees for July and August if the account is brought current and established an 18-month payment plan for the remaining balance. If the payment plan is defaulted on after three missed payments, late fees and interest will resume with no further waivers.

Adjournment
There being no further business brought before the Board, Tina moved to adjourn the meeting at 9:10 PM, seconded by Luiz. With no further discussion, the motion carried unanimously.