

Mercado District Maintenance Association  
Board Meeting Minutes

Date: February 22, 2024

Time: 4:00 p.m.

Place: Cabinet Room, San Augustin Kitchen

**Call to Order**

The meeting was called to order at 5:00 p.m.

**Roll Call**

Members of the Board Present: Carol Griffith, Jane Wright, Sean Rogers, Chuck Hutchinson, Val Bracy

Members of the Board Present via Zoom: Dale Thompson

Management Present: Teresa Rascon, Paul Ash Management

Annette Gardner, Agent for Mercado District Maintenance Assoc

Members Present: Per attached Sign-in sheet.

**Establishment of Quorum**

Quorum was present to hold a meeting.

**Approval of Minutes**

**MOTION: By Jane Wright seconded by Chuck Hutchinson to approve the minutes of the December 11, 2023 meeting as presented and to amend the minutes of January 9, 2024 Revision: "met as Committee again and discussed repair of pavers"**

**Under maintenance and landscape © delete after "but will confirm w/date"**

**Motion passed unanimously as revised.**

**Financial Report**

The balances as of January 31, 2024:

|                         |              |
|-------------------------|--------------|
| Operating               | \$42,996.09  |
| Reserves                | \$211,050.18 |
| West Side Improvements: | \$5,108.00   |

Approved 2024 Budget - copy to be mailed to Members.

**West Plaza Donation Account**

Ms. Gardner reported that \$5667.00 was transferred from this account into the operating account. This amount needs to be put into the Reserve Account from where the funds were expended.

## **Maintenance**

### **Approval of John Gordan Adding Algaecide to Fountain**

**MOTION: By Jane Wright, seconded by Dale Thompson to approve the addition of one hour's pay per week to John Gordan for servicing the fountain in the east plaza.**

### **Approval of Proposal to Repair Pavers**

### **Approval of Proposal to Repair Paving and Other Miscellaneous Repairs**

**MOTION: By Dale Thompson, seconded by Carol Griffith to approve proposal from Scott Lassiter in the amount of \$3900 for brick repair and other miscellaneous repairs as described. Motion was approved unanimously.**

### **Approval of Sanding Proposals**

**MOTION: By Carol Griffith, seconded by Dale Thompson to table this proposal until a third bid is solicited. Motion passed unanimously.**

### **Common Area A (Alleyway) repairs on Pad A**

Mr. Rogers reported that there is a drainage issue on Pad A as there are large potholes, which cause water to pond and flow towards the building. The Board asked that he present a bid for a temporary repair measure.

### **Approval to Remove Rip Rap from Tree Wells in Amparano Plaza**

**MOTION: By Carol Griffith seconded by Jane Wright to remove the rip rap from the tree wells in Amparano Plaza and have pea gravel added. Rip Rap to be used in community. Motion passed unanimously.**

### **Replace Mail Box Keys**

Ms. Rascon stated that two mailboxes have been re-keyed at a cost of \$70 each as she was unable to find the mailbox keys. Ms. Gardner reported that she had labeled each key and met with the last representative from Cadden to test each box and key. It was assumed that the keys were lost during the transition between Cadden and Paul Ash.

### **Evaluation of Common Area A (Alleyway) by Lot 019 - 024**

The Board was presented with a copy of the evaluation prepared by Sunland. In order for the repair to be made the driveway aprons belonging to the homes on either side of the alleyway would also need to be repaired or the repair to the asphalt will not prevent water entering onto the properties. The cost of this work is in the high \$80,000's and would have to be budgeted over the next three years.

### **Key for New Fido Station**

A request was made to have a duplicate key for the Fido Station on Higos. Ms. Gardner will contact the company for a replacement.

### **Bollards for Crosswalk/Handicap Ramp on Convento/Higos, Convento/Cushing**

Ms. Griffith reported that vehicular traffic is entering by the handicap ramp and driving up the paved area between Higos and Cushing. Ms. Griffith will contact the City

(Mr. Rogers leaves the meeting at this time.)

## **COMMITTEE REPORTS**

### **Landscape Committee**

Ms. Griffith reported that Santa Rita were coming into the community to make the final repairs to the irrigation replacement. At this point, the Board was not satisfied with their performance.

### **Fountain in Amparano Plaza**

Ms. Griffith reported that the fountain was to be drained and turned into a planter.

Independent Assessment of Irrigation by Patrick Courtney, Paul Ash Maintenance Operations  
Ms. Griffith reported that a review of the irrigation system installed was done by Paul Ash Maintenance Operations. The findings were minor and will be shared with the new landscape service provider to make any repairs needed.

### **West Plaza Committee**

Ms. Griffith explained that the benches were being purchased with donations from members of the community. She further reported that the wood for the benches had been delivered and the first of the three benches was to be delivered within the next month.

### **Infrastructure Committee**

Ms. Breshears reported that the Committee had met to discuss signage for the flash photography. The Committee would like to see a sign with a QR code that would allow anyone taking photographs in the community could fill out and register their information. It would also give instructions about flash photography, no entering properties, and removal of trash. The Board directed that a price be gotten for signage with a QR Code. Discussion ensued on if it was feasible to contact local photography companies.

### **Architectural Review Committee**

Ms. Hardin supported a written report:

216 Sembrador - A/C Unit

Lot 069 New Construction

Lot 084 New Construction

### **Management Report**

Ms. Rascon reported that she had contacted Concrete by Design regarding the bollards, contacted Northwest Pest Control for a bid on pest control services, and met with the landscapers bidding the property.

### **Newsletter Input**

The following items to be added to the next newsletter:

Information on brush and bulky pickup by the City, information on not leaving items in the dumpster area.

### **OLD BUSINESS**

#### **Legal**

#### **CC&R Clarifications and Amendments**

##### **Status of Declarant Signature on CC&R Amendments**

Mr. Thompson reported that he is working with his attorney and the signatures for the Declarant Paperwork should be finalized within the next week. Once this is done, a copy of the CC&R amendments will be mailed to the Members.

#### **TRI-Party Agreement Status**

##### **Drafting of Agreement**

No update received from the attorney at this time.

#### **Maintenance/Landscape**

##### **Sunland Proposal for Alleyway Behind Lot 019 (Common Area A)**

A copy of the proposal from Sunland was presented to the Board. The repairs will be approximately \$80,000. The Board agreed that this would have to be put into the next Budget. Legal opinion would have to be given regarding this repair as the portion of the owner's driveway has to also be repaired at the same time for the repairs to work.

##### **Status of Trashcans and Fido Stations**

Ms. Rascon reported that the one Fido Station on Higos/Sembrador had been relocated closer to Sembrador. Ms. Breashers stated that she has spare keys for the Fido Stations. Ms. Rascon will provide a copy of the keys so that they can be duplicated.

##### **Suggestions for Signage**

Ms. Einfrank asked if signs could be installed in the common areas, similar to the one installed by the Hall on Sembrador. The Board directed that a price be sought for these signs.

**Status of Electrical Repairs and Cages for Electrical Outlets in the Plazas**

Ms. Rascon reported that the repairs have not been done at this time, the Board directed that a proposal be sought for this work.

**Bids for Pest Control Service**

Ms. Rascon was asked to get one more proposal from Northwest Pest Control.

**Irrigation Evaluation from Patrick Courtney, Paul Ash Maintenance Operations**

A copy of the irrigation evaluation was provided to the Board. The findings were minimal and could be taken care of by the new landscape service provider.

**Status of Padlocks for Irrigation Control Boxes**

The new landscape service provider will be asked to do this work.

**Annual Retention/Detention Testing**

A copy of the report from Bogardus Engineering was presented to the Board. The recommendations made by Mr. Bogardus, basically cleaning of scuppers can be performed by the new landscape service provider. The Board discussed the section relating to the gates installed by two residents. The Board will take this recommendation under consideration.

**Homeowner Forum**

Steve Brown reported that he is a member of the Menlo Park Neighborhood. The group meets the second Thursday of each month. He encouraged the residents to attend these meetings.

Mr. Baugh introduced himself as being the owner of the five lots on Pad A, which are currently for sale.

**NEXT MEETING**

The next meeting is scheduled for April 15, 2024 at 5:00 p.m., with the executive meeting being held at 4:00 p.m.

**ADJOURNMENT**

**MOTION: By Jane Wright, seconded by Dale Thompson to adjourn this Board meeting at 6:45 p.m. Motion passed unanimously.**