

**SWEETWATER RANCH HOMEOWNERS ASSOCIATION  
BOARD OF DIRECTORS MEETING  
MINUTES  
APRIL 11, 2023**

**NOTICE OF MEETING**

Upon due notice given, a meeting of the Board of Directors for the Sweetwater Ranch Homeowners Association was held on April 11, 2023 at the hour of 5:00 p.m. via Zoom.US #280 857 2226.

**ATTENDANCE**

Directors Present: Matthew Leyden and Scott Brown

Directors Absent: None

Representing Encore Property Management: Melissa Wudzke

**CALL TO ORDER**

The meeting was called to order at 5:13 p.m. by Matthew Leyden, President.

**HOMEOWNER FORUM**

None.

**CONSENT CALENDAR**

- A. Review/Approve Minutes of November 1, 2023
- B. Review/Approve Management Report of November 1, 2023
- C. Review/Approve Financials of February 28, 2023
- D. Ratify Financials from 9/2022, 10/2022, 11/2022, 12/2022, and 1/2023
- E. Review/Approve Lien Resolution for Parcel #480-530-004 and #480-530-050

Motion made by Scott Brown to approve the Consent Calendar. Seconded by Matthew Leyden.  
Motion carried.

**LANDSCAPE REPORT/PROPOSALS**

The Board reviewed the Quality Site Inspections report submitted by BrightView Landscape.

The Board reviewed and disapproved BrightView Landscape Contract Increase.

**UNFINISHED BUSINESS**

None.

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**NEW BUSINESS CONTINUED**

The Board of Directors reviewed the Manager update memo.

The Board of Directors reviewed the Annual Disclosure of Manager Certification.

Motion made by Scott Brown to appoint Matthew Leyden as the Management/Board Liaison and grants them authority to make decisions regarding Maintenance and Repairs, IDR/ADR Issues, Collections, Escrow Issues/Settlements, and Landscape Issues on behalf of the Board, outside of regular meetings, with a not to exceed the amount of \$10,000 per occurrence. Motion made by Matthew Leyden to appoint Scott Brown as backup.

Motion made by Scott Brown to appoint Gina Thomas, Notary Public, in the amount of \$100.00 to act as the Inspector of Elections at the 2023 Annual Meeting. Seconded by Matthew Leyden. Motion carried unanimously.

Motion made by Matthew Leyden to approve the proposal submitted by Reserve Data Analysis, in the amount of \$650.00 to conduct the 2024 on-site study. Seconded by Scott Brown. Motion carried unanimously.

Motion made by Scott Brown to approve Proposal #22-801M submitted by Hillcrest Construction, in the amount of \$5,280.00 to paint the eleven (11) existing mailboxes, and install number decals. Seconded by Matthew Leyden. Motion carried unanimously.

Motion made by Matthew Leyden to approve the Proposal submitted by Landcare Logic Landscape, in the amount of \$695 per month for Landscape Maintenance; which includes Smart Irrigation Controllers at no cost. Seconded by Scott Brown. Motion carried unanimously.

Motion made by Scott Brown to Ratify Proposal #22-801M submitted by Hillcrest Construction, in the amount of \$2,390 to replace a missing mailbox cluster. Seconded by Matthew Leyden. Motion carried unanimously.

Motion made by Scott Brown to Ratify the 2023/2024 Annual Insurance Renewal for the total Premium amount of \$1,620. Seconded by Matthew Leyden. Motion carried unanimously.

**NEXT MEETING DATE**

The next meeting date is tentatively scheduled for October 10, 2023 at the hour of 5:00 p.m. for General and Executive to follow.

**EXECUTIVE SESSION DISCLOSURE**

The Board met in Executive Session on April 11, 2023 to review the Executive Session Minutes, collection accounts, violations and hearings.

The Board of Directors approved Notice of Defaults in Executive Session on April 11, 2023.

**ADJOURNMENT**

There being no further business to bring before the Board at this time, the meeting was adjourned at 5:36 p.m.

Submitted by: Melissa Wudzke, CCAM®  
Certified Community Manager

Approved by: SK Brown  
Authorized Board Member

10/31/2023  
Date