

# SUMMERWIND HOA MEETING MINUTES

DATE: MONDAY, MARCH 23<sup>rd</sup>, 2026

TIME: 7:00PM

## MEETING INFORMATION

The Summerwind HOA meeting was called to order shortly after 7:00 PM once a quorum was confirmed. Board members in attendance included Martin Salazar, Monica Leos, and Javier Gutierrez. During the session, the board and management discussed various community operations, financial matters, and enforcement procedures, while also beginning the planning process for the upcoming annual meeting.

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## AGENDA & DISCUSSION

### 1st Order: Gate Damage & Repairs

The board reviewed an incident where a vehicle struck the community gate.

- Video footage confirmed the responsible party
  - Police report was filed
  - Insurance (**State Farm**) accepted liability
  - Initial repairs completed; painting and additional work pending
  - Additional vendor quote to be obtained for reimbursement submission
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### 2nd Order: Financial Overview & Reserve Funding

- Total funds reviewed (approx. \$61,000 across accounts)
  - Motion approved to **transfer \$5,000 to reserves** as part of annual funding practice
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### 3rd Order: Parking Enforcement Updates

- Current parking system remains in place:
  - Paid street parking allowed for residents
  - Towing enforced for unpaid vehicles only
- Noted limitation:
  - Towing company does not distinguish resident vs. visitor vehicles
- Sidewalk/driveway obstruction:
  - Board **granted discretion to towing company (Bear Towing)** for enforcement
- Safety concern raised:
  - Increase in pedestrians walking in street
  - Management to send notice encouraging **sidewalk use**

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## 4th Order: Website Status & Improvements

- Website restored following prior access/server issues
  - Ongoing issues:
    - Contact/feedback form not functioning properly
  - Action items:
    - Repair communication routing
    - Develop **online violation dispute submission form**
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## 5th Order: Annual Meeting Planning

- Quorum requirement confirmed (**16 homeowners or proxies**)
  - Proposed meeting dates:
    - April 15
    - May 2
    - May 16 (backup)
  - Candidate discussion:
    - Cesar, Angela, and Sandy to be included on ballot
  - Management to send official notices and proxy instructions
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## 6th Order: Irrigation & Landscaping

- Discussed irrigation installation limitations and costs
  - Determined full system installation not cost-effective for Cavalier area
  - Approved alternative:
    - Install **spigot access**
    - Add **Lantana plants** for low-maintenance landscaping
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## 7th Order: Violation Notices & Fee Dispute Process (Extended Discussion)

**(Previously omitted from formal notes – significant discussion)**

The board held an in-depth discussion regarding violation notices and administrative fees issued by management (Trio).

### **Concerns raised:**

- Multiple violation notices issued for the same issue
- Accumulation of administrative fees without timely resolution
- Lack of a clear, structured dispute process for homeowners

## Clarifications:

- Trio is authorized to:
  - Issue violation notices
  - Charge administrative fees related to processing
- Trio is **not responsible for resolving disputes**
- All disputes must be reviewed and decided by the board in executive session

## Discussion points:

- Need for improved transparency and consistency in violation handling
- Importance of homeowners providing documentation when disputing violations
- Acknowledgment that current process is insufficient and causes frustration

## Resolution / Motion:

- Establish **Quarterly Violation Review Meetings**:
  - Scheduled for **February, May, August, November**
  - Dates to be set and published by the board
- Homeowners must:
  - Submit disputes in advance (initially via email to management)
  - Provide supporting documentation
- **Accountability measure approved**:
  - If the board fails to meet or lacks quorum → **related violation fees will be waived**

## Additional actions:

- Create formal dispute submission system (future website form)
  - Add website section dedicated to violations and dispute process
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## 8th Order: Delinquent Accounts & Collections

- Reviewed outstanding balances (~\$18,000 across multiple accounts)
- Proposal introduced:
  - Automatically send accounts **2+ years delinquent to attorney/collections**
- Concerns raised:
  - Need to distinguish between assessment balances vs. violation fees
  - Preference for case-by-case review rather than blanket enforcement

## Outcome:

- No final policy adopted
- Topic deferred to new board for further review

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## 9th Order: Administrative & Operational Updates

- Plan to:
    - Reconcile discrepancies between **attorney and Trio account records (quarterly)**
    - Separate tracking of **parking-related funds**
  - Homeowners required to provide documentation when submitting complaints
  - Website communication and feedback system to be corrected
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## ADJOURNMENT

The meeting was adjourned after completion of all agenda items.  
Next meeting date to be confirmed and announced.