



**BOARD OF DIRECTORS MEETING MINUTES  
SUMMIT PARK HOMEOWNERS ASSOCIATION**

**Held: September 28, 2023, starting at 6:00 P.M., via remote videoconferencing**

**A. Call to order** (Board member roll call)

(present / excused)

- /  Cait Francis (Board Advisor)
- /  Dave Serena (Chair)
- /  Fran Craigle (Board Advisor)
- /  Jackie Silva (Treasurer)
- /  Mike Quinones (Board Advisor)
- /  Nina Pacchia (Board Advisor)

**B. Approval of Board of Directors Minutes from the Previous Meeting**

The Summit Park Homeowners Association’s (the “Association”) June 6, 2023 Board meeting minutes were unanimously approved by members of the Board present at the current meeting. The Board minutes, as with all other recent Board minutes from the Association, are posted on the Association’s community website at <https://SummitParkUtah.net>.

**C. Treasurer’s Report**

As of August 31, 2023, the Association’s Treasurer’s financial report indicates a current balance of \$34,480.64 (\$22,059.75 in the corporate checking account and \$12,402.89 in the corporate savings account), which is a 7.7% increase from the last report in June 2023 (\$31,809.02). This increase is attributable to new and renewed membership in the Association, much of which took plate during the Association’s annual Dumpster Days event, along with Firewise-related expenses that have been less than budgeted for the fiscal year.

Current membership in the Association (both new and renewals) stands at 238, which represents approximately 40% of all lot owners in Summit Park. The latest Treasurer’s financial report and annual budget are posted on the Association’s community website at <https://SummitParkUtah.net>.

**D. New and Existing Business Activities**

- a. **2023 Summit Park Dumpster Days.** The Association’s annual Summit Park community Dumpster Days was held on Saturday and Sunday, July 8<sup>th</sup> and 9<sup>th</sup>. A total of 19 full-size dumpsters, each with a 30 cubic yard capacity, reached capacity by mid-afternoon on Sunday, which necessitated closing down Dumpster Days a few hours earlier than originally scheduled. Expenses for this year’s Dumpster Days through Republic Services totaled \$8,290.07, which is virtually unchanged from the 2022 event which totaled \$8,200.72. The Board wishes to recognize all of the volunteers that assisted with this year’s event, as your contribution is much appreciated and is critical to its success. In particular, the Board wants to recognize the efforts and time provided by Board members Nina Pacchia, Cait Francis, Mike Quinones, Jackie Silva, and in particular, Fran Craigle and her husband John, who are both so critical in making this event run as smoothly as it does.

For the most part, people were very good about placing refuge material in the appropriate bins and leveling it out so as not to be sticking out above the top of dumpsters (which incurs additional disposal costs). Unfortunately, there was continued dumping of refuge into the dumpsters after hours on Sunday, with limited after-hours dumping occurring on Saturday as well. It was particularly unfortunate in that the after-hours dumping caused cross-



contamination of non-metal refuse placed in the metal recycling bin, and therefore, no metal recycling could take place, even after a strong attempt was made to remove non-metal waste with the existing metal waste on the following Monday by members of the Board and other volunteers. A similar issue occurred within the bins designated solely as cardboard and with the bin designated as green waste only (i.e., wood and grass material).

Even though the existing footprint where Dumpster Days takes place is pretty much limited in placing no more than 19 dumpsters in the area, several recommendations were made on how to improve Dumpster Days in 2024:

- Move metal recycling, cardboard, and green waste bins towards the very back of all of the dumpsters and furthest from the locked gate. This should help alleviate the problem of people who dispose of their refuse after hours and haul it to the dumpsters that are closest to the locked gate. This should help avoid the issue of cross-contamination with otherwise designated waste materials.
- Ask people to break down or crush their cardboard boxes prior to disposal, as significant dumpster space is taken up by empty boxes, which obviously limits overall dumpster capacity that could otherwise be used. Signage will be prominently displayed to help direct people to please do so.
- Whereas visual inspections by those checking people in does occur at the gate to help keep non-acceptable materials from being placed in dumpsters, it is also recommended to display a larger sign at the entrance on those materials that are not allowed to be disposed of in the bins (e.g., tires and mattresses). Such materials, when placed in dumpsters, also incur additional disposal costs and/or need to be removed and properly disposed of – and typically by some of the volunteers that help out at Dumpster Days – which is not cool and an otherwise burden that they should not have to do.
- Consider whether cameras or other means are used to help identify or otherwise discourage those that are “illegally” disposing of their refuse after hours or doing so without paying their Association’s membership fee.
- Encourage people to not wait until the very end of Dumpster Days to dispose of their refuse. Once capacity is reached, additional disposal cannot take place without overtopping the dumpsters.

**b. Membership Email Addresses.** A concerted effort was made during Dumpster Days to collect member’s email addresses so that mass emailing on Association events can better reach membership. That information still needs to be electronically compiled for future use. Nina and Jackie will assist with this matter. Thank you Jackie and Nina!

**c. Park Lark Newsletter for Residents of Summit Park.** The Association’s annual newsletter, the Park Lark, is typically published and released each January. This year was the first year that it went out electronically rather than being printed and mailed to residents. Membership response to electronic posting was favorable, so that method will continue in 2024. The Association is soliciting content ideas that residents would like the Association to discuss. If any members have ideas that they would like to see, it is asked that they please email them to the Association at *SummitParkUtah@gmail.com*. It was also suggested that the Park Lark be emailed directly to members and new residents, in addition to it being posted for downloading on the Association’s community website.

**d. Microsoft Office365.** Currently, the Association does not have access to a common cloud-based directory where files used and generated by the Board can be shared among Board members. It



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was suggested at an earlier Board meeting that Office365 could be used for such purposes (including access to Teams videoconferencing software), but it comes at a cost to gain access to Office365. The Board elected to table this matter for the foreseeable future and continue sharing files on an as-needed basis using email attachments among Board members.

- e. **Community Email Traffic.** Email with questions or issues to the Association (*SummitParkUtah@gmail.com*) has been relatively slow in recent months. Perhaps it is due to the summer months where people have other things to be doing and be thinking about, but the Board would like to think that it's because we are doing such a terrific job that there simply isn't a big need 😊.
- f. **Annual Meeting of the Association.** As previously reported, the Association had a relatively large turn-out for its Annual Meeting held this past June at the County Library Auditorium in Kimball Junction. The Board, however, believes that a larger turnout may be possible by using the email listing to send out a reminder of the meeting, as well as signage at the library announcing the meeting date and time (in addition to the banner and social media announcements already done).
- g. **Firewise and Related Activities.** Mike Quinones was unable to make the meeting, so no update on Firewise and related activities can be reported.

### **E. Next Meeting of the Board of Directors**

The next meeting of the Board of Directors will be scheduled in January 2024. Board members will, however, continue to correspond with each other via email on matters critical to the Association and its membership.

### **F. Meeting Adjournment**

With no other business to be discussed, the Board meeting of the Summit Park Homeowners Association was adjourned at 7:05 P.M.