

**Stephanie Terrace**  
**CONDOMINIUMS**  
Home Owner's Association

**APRIL 2020 QUARTERLY MEETING MINUTES**

LOCATION: Conference Call  
DATE: 09.26.2020  
CALLED TO ORDER: 10:05 am

**OWNER ATTENDEES**

UNIT NUMBER	UNIT NUMBER	UNIT NUMBER	UNIT NUMBER	UNIT NUMBER
<input type="checkbox"/> 1	<input type="checkbox"/> 12	<input type="checkbox"/> 23	<input type="checkbox"/> 34	<input type="checkbox"/> 45
<input type="checkbox"/> 2	<input checked="" type="checkbox"/> 13 – Board	<input type="checkbox"/> 24	<input type="checkbox"/> 35	<input type="checkbox"/> 46
<input checked="" type="checkbox"/> 3 – Board	<input type="checkbox"/> 14	<input type="checkbox"/> 25	<input type="checkbox"/> 36	<input type="checkbox"/> 47
<input type="checkbox"/> 4	<input checked="" type="checkbox"/> 15	<input type="checkbox"/> 26	<input type="checkbox"/> 37	<input type="checkbox"/> 48
<input type="checkbox"/> 5	<input type="checkbox"/> 16	<input type="checkbox"/> 27	<input type="checkbox"/> 38	<input type="checkbox"/> 49 – Board
<input type="checkbox"/> 6	<input type="checkbox"/> 17	<input type="checkbox"/> 28	<input type="checkbox"/> 39	<input type="checkbox"/> 50
<input type="checkbox"/> 7	<input type="checkbox"/> 18	<input checked="" type="checkbox"/> 29 – Board	<input type="checkbox"/> 40	<input type="checkbox"/> 51
<input type="checkbox"/> 8	<input checked="" type="checkbox"/> 19	<input checked="" type="checkbox"/> 30 – Board	<input type="checkbox"/> 41	<input type="checkbox"/> 52
<input type="checkbox"/> 9	<input type="checkbox"/> 20	<input type="checkbox"/> 31 – Board	<input type="checkbox"/> 42	<input type="checkbox"/> 53
<input checked="" type="checkbox"/> 10	<input type="checkbox"/> 21	<input type="checkbox"/> 32	<input type="checkbox"/> 43	<input type="checkbox"/> 54
<input type="checkbox"/> 11	<input checked="" type="checkbox"/> 22	<input type="checkbox"/> 33	<input type="checkbox"/> 44	<input type="checkbox"/>

Owner in attendance

Owner not in attendance

**OPENING BUSINESS**

AGENDA ITEM DESCRIPTION	ACTION	STATUS
Virtual roll call of attendees.		Closed
April Meeting minutes approved.		Closed

**TREASURER'S REPORT**

AGENDA ITEM DESCRIPTION	ACTION	STATUS
Treasurer's report was read out at this meeting.		Closed
FHA renewal was approved.		Closed
Line-by-line review of 2021 budget. Budget was approved.		Closed

**PRESIDENT'S REPORT**

AGENDA ITEM DESCRIPTION	ACTION	STATUS
Christina discussed the security concerned on the property regarding the recent vehicle break in. Other units reported alarming incidents at their units.		Closed

**MAINTENANCE**

AGENDA ITEM DESCRIPTION	ACTION	STATUS
<b>Dryer Vent Cleaning</b>	Superior / Board	Open

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Needs to be bid/scheduled. The question was raised about whether we should replace all of the dryer vent covers on the building since some repeatedly get knocked off the buildings. The Board will look into this.  
*[September Meeting Update] Pursuing bids for this work.*

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**ON - GOING BUSINESS**

AGENDA ITEM DESCRIPTION	ACTION	STATUS
<b>Eave Repairs</b> A bid for repairing eaves at units 32 and 34 was presented to the Board. The bid was approved; Superior can move forward scheduling the work to be completed. Vendor/Superior to coordinate with the affected unit owners regarding dates/times work will be completed. <i>[September Meeting Update] Need an update from Superior on this item.</i>	Bid Approved  Superior	Open
<b>Concrete Repairs</b> The concrete steps at buildings 9 and 11 appear to be subsiding from the buildings, and various repairs to the concrete sidewalks around the property appear in need. A bid was received to complete the concrete work at building 9, but it was missing work at building 11. <i>[September Meeting Update] Pursing bids for this work.</i>	Superior / Board / Scott	Open
<b>Breezeway Ceiling Repairs, Building 4</b> A bid was received for repairing the failing gypsum board ceiling in the breezeway of Building 4 was presented to the Board. The bid was approved; Superior can move forward scheduling the work to be completed. <i>[September Meeting Update] Need an update from Superior on this item.</i>	Bid Approved  Superior	On Hold
<b>2021 Reserve Study</b> Reserve study completed, returned to us and incorporated into the 2021 budget.		Closed
<b>Moving Fee Resolution</b> Due to repeated problems regarding dumpsters being over-filled when residents move in/out and the Board incurring additional fees to pay for waste management to make special trips to clear out the dumpsters, a Moving Fee was proposed as a potential method for remedying this problem. Attendees raised questions about how much the fee would be, whether it would be retroactive to current residents, and more. The Board determined that it would like to look into possible resolution language before further action is taken. Superior mentioned they could provide such examples. <i>[September Meeting Update] Board to review examples provided by Superior.</i>	Superior / Board	Open
<b>Parking Lot Resurfacing Project</b> <i>[September Meeting Update] Bids received. In light of reserve study, the board determined that this project should not be pursued at this time.</i>		Closed
<b>Mailbox Replacement Project</b> Boxes have been installed and mail keys have been distributed.		Closed

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<p><b>LED Lighting Project</b>          Scott presented his findings regarding the upgrading of the community's site lighting to LED fixtures. Priority for the time being is to upgrade the metal halide flood lights. Scott reported that there are approximately 15 such lights on the property and LED fixtures would cost \$350-450 per fixture, approximately \$6000± total, not including labor. Scott will look into how to get the Community on account with his company so we can get fixtures for a lower initial cost.  <i>[September Meeting Update] No updates.</i></p>	Superior / Scott	Open
<p><b>Building Unit Number Stickers</b>          A review of the buildings' unit numbers will be conducted and replaced on an as-needed basis. Steve volunteered for this task.  <i>[April Meeting Update] This item is on hold until the Stay-At-Home order is lifted.</i></p>	Steve	On Hold
<p><b>Unit 28 Welcome Package</b></p>		Closed
<p><b>Overhanging Branches</b></p>		Closed

**NEW BUSINESS**

AGENDA ITEM DESCRIPTION	ACTION	STATUS
<p><b>Gutter repairs at building 1</b>            Gutters were reported hanging off of the west side of building one. Repairs are needed.</p>	Superior	Open
<p><b>Farmington Storm Drain</b>            Storm drain nearest to Farmington Road reported to be overflowing during rain storms. It needs to be cleared out.</p>	Superior	Open

--- END OF MEETING MINUTES ---

NEXT MEETING :            Saturday, **October 17**            Quarterly Meeting  
 ADJOURNED :                10:45 am