

Stephanie Terrace
CONDOMINIUMS
Home Owner's Association

APRIL 2020 QUARTERLY MEETING MINUTES

LOCATION: Conference Call
DATE: 04.18.2020
CALLED TO ORDER: 10:10 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 type="checkbox"/> 15	<input type="checkbox"/> 26	<input type="checkbox"/> 37	<input type="checkbox"/> 48
<input type="checkbox"/> 5	<input checked="" type="checkbox"/> 16	<input type="checkbox"/> 27	<input type="checkbox"/> 38	<input checked="" type="checkbox"/> 49 – Board
<input type="checkbox"/> 6	<input type="checkbox"/> 17	<input checked="" 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 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 checked="" type="checkbox"/> 42	<input type="checkbox"/> 53
<input type="checkbox"/> 10	<input type="checkbox"/> 21	<input checked="" type="checkbox"/> 32	<input type="checkbox"/> 43	<input type="checkbox"/> 54
<input type="checkbox"/> 11	<input 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

TREASURER'S REPORT

AGENDA ITEM DESCRIPTION	ACTION	STATUS
Treasurer's report was not read out at this meeting.		Closed

PRESIDENT'S REPORT

AGENDA ITEM DESCRIPTION	ACTION	STATUS
No president's report at this meeting.		Closed

MAINTENANCE

AGENDA ITEM DESCRIPTION	ACTION	STATUS
Water Turn On Notices Notices were distributed shortly after the meeting.		Closed
Foundation Vent Blocks Volunteers were requested to help remove the vent blocks from buildings.		Closed
Dryer Vent Cleaning 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.	Superior / Board	Open

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[April Meeting Update] Stephanie is following up on this item.

ON - GOING BUSINESS

AGENDA ITEM DESCRIPTION	ACTION	STATUS
<p>Eave Repairs 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>[April Meeting Update] This item is on hold until the Stay-At-Home order is lifted.</i></p>	<p>Bid Approved</p> <p>Superior</p>	<p>On Hold</p>
<p>Concrete Repairs 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. Furthermore, Scott mentioned that he has a contact in the concrete business that he will reach out to for a bid on the work needed around the property. It was noted that Scott's contact should perform the same scope of work outlined in the proposal. The Board is awaiting further information. <i>[April Meeting Update] This item is on hold until the Stay-At-Home order is lifted.</i></p>	<p>Additional Bid Coming</p> <p>Superior / Board / Scott</p>	<p>On Hold</p>
<p>Breezeway Ceiling Repairs, Building 4 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>[April Meeting Update] This item is on hold until the Stay-At-Home order is lifted.</i></p>	<p>Bid Approved</p> <p>Superior</p>	<p>On Hold</p>
<p>Leak Repair, Unit 43 Leak repairs have been completed.</p>		<p>Closed</p>
<p>2021 Reserve Study The Board received a bid from PONO to complete an on-site visual inspection of the property to gain a better understanding of the building and property components of the community and ensure we are budgeting for future projects responsibly. The Board approved the reserve study proposal. The secondary proposal to do an in-depth study of the building envelopes was rejected. Superior can move forward scheduling PONO's site visit(s). <i>[April Meeting Update] No updates.</i></p>	<p>RS Bid Approved; Building Envelope Bid Rejected</p> <p>Superior</p>	<p>Open</p>
<p>Moving Fee Resolution 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</p>	<p>Superior / Board</p>	<p>Open</p>

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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.

[April Meeting Update] Board to review examples provided by Superior.

Parking Lot Resurfacing Project	Awaiting Bid	Open
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The Board is awaiting bids on this project. The possibility of revising the types and locations of speed bumps was discussed. It was noted that appropriate speed bumps for the community speed limit should be installed. No action can be taken until bids are received.

[April Meeting Update] No updates.

Mailbox Replacement Project	Superior	Open
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It was determined that the mailboxes and parcel boxes should be replaced due to their age and the easy with which they can be broken into. The Board is awaiting bids on the cost of replacement.

[April Meeting Update] Mailboxes are being ordered.

LED Lighting Project	Superior / Scott	Open
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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.

[April Meeting Update] No updates.

Building Unit Number Stickers	Steve	On Hold
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A review of the buildings' unit numbers will be conducted and replaced on an as-needed basis. Steve volunteered for this task.

[April Meeting Update] This item is on hold until the Stay-At-Home order is lifted.

Unit 28 Welcome Package	Superior / Board	Open
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The owner of unit 28 reported that he recently purchased and hasn't yet received his welcome package or payment coupon in the mail. The Board will follow up on this with Superior.

[April Meeting Update] Closed?

NEW BUSINESS

AGENDA ITEM DESCRIPTION	ACTION	STATUS
Sprinkler Turn on		Closed
A question was raised about when sprinklers will be turned on. Jeri reported that she recently spoke with the landscapers and it's not quite time for them to be turned on yet.		

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Overhanging Branches	Jeri	Open
Tree branches overhanging the south fence were identified. It was requested that they be trimmed. Jeri volunteered to speak to the landscapers about taking care of this.		
Unit 16 Parking Space Rental		Closed
Unit 16 requested to speak to any owner/resident willing to rent their parking space on a temporary basis.		

- - - END OF MEETING MINUTES - - -

NEXT MEETING:	Saturday, July 18	Quarterly Meeting
	Saturday, September 12	Budget Meeting
	Saturday, October 17	Quarterly Meeting

IF THERE HAVE BEEN NO UPDATES TO PROJECTS AND THE STAY-AT-HOME ORDER IS STILL IN PLACE THE JULY MEETING MAY BE POSTPONED.

ADJOURNED: 10:30 am