

Board of Directors Meeting  
Minutes for March 18, 2024

The meeting of the Four Seasons Condominium Association was called to order at 12:30 pm board members present were, Paul Berner, Marilyn Ryan, Theresa Donroe, Don Copeland and Perry Allen

The first item on the agenda was to accept the minutes from the March 6, 2024 Board meeting?

**Motion No. 1:** was made by Marilyn Ryan that the reading of the minutes from the March 6, 2024 meeting be waived and that the minutes be accepted as presented by the secretary.

The motion was second by Don Copeland and passed unanimously.

Next on the agenda was a discussion on potential Contract, budget and reserve shortfalls for any upcoming projects the association would like to tackle this year

First item of discussion was the five story roof projects and mansard materials options. The Board discussed standing seam metal, asphalt, Decra metal and F-wave (tpo) They chose the F-Wave shingle and the bid from Tech Systems with the caveat that Tech could work with the F-Wave shingles material.

**Motion NO. 2:** was made by Don Copeland and was seconded by Theresa Donroe and passed unanimously to accept the bid from Tech System on the five story building roof project and the F-wave shingles for the mansards on buildings 8, 9 and 10

There was a discussion on Insurance for the association and was tabled until we get the cost associated from Wren Insurance for this year

The next item of discussion was the south pool resurfacing and pool deck project including new pool furniture. It was decided to move forward on the project as scheduled and to sign the contract with Sutton Pools

**Motion NO. 3:** was made by Don Copeland and was seconded by Theresa Donroe and passed unanimously to accept the contract for the south pool project from Sutton Pools for the resurfacing of the south pool. The Decks R Us contract needs to be discussed further and the cost of the replacement furniture needs to be investigated. This portion of the discussion was tabled until we get more information on cost and contracts for the decking.

Next item discussed was the garage roof project. After discussing the issues the discussion was tabled waiting for cost and scheduling.

Next item discussed was the contract from Keystone Engineering for a write-up with drawings from installation specifications instructions for screen enclosures, shutters and glass enclosures. The discussion was tabled for a later date.

Next item discussed was the Dryer vent cleaning contract. John advised we get another contract before moving forward on this project and asked the building committee for contractor recommendations that he could meet with.

**Motion NO. 4:** was made by Don Copeland and was seconded by Theresa Donroe and passed unanimously to move forward with the cleaning of the dryer vents pending a second proposal to clean the dryer vents in all two story building and buildings 8, 9 and 10 three bedroom vent chase after receiving a second proposal.

Next item of discussion was the gutter proposal for the backs of the 2 story buildings. After a brief discussion and video showing the areas along the backs of the buildings and how over time the materials have been washed away due to water coming off the roofs uninhibited a motion was made to accept the proposal.

**Motion NO. 5:** was made by Theresa Donroe and seconded by Don Copeland and passed unanimously to move forward with the gutter installation.

Next item of discussion was the SIRS funding. It was tabled for further discussion.

Next item of discussion was the kitchen drain stack jetting and camera location of the missing cleanouts proposal.

**Motion NO. 6:** was made by Don Copeland and was seconded by Theresa Donroe and passed unanimously to move forward with the cleaning of the kitchen drain stacks and location the drain cleanouts.

Next item was a discussion was on the state of the unit shut off valves in the two story building located outside the units in the common area.

**Motion NO. 7:** was made by Theresa Donroe and seconded by Don Copeland and passed unanimously to move forward with the repairing and raising the valves with the installation of new valve boxes after we receive a second proposal.

Next item was a discussion was on the addition of a contingency for a specific project for cost overruns and unforeseen expenses like addition plywood decking or roof structures in the amount of \$50,000 to be used for the upcoming five story roof and or garage roofs projects and two story shutoff valve replacement.

**Motion NO. 8:** was made by Don Copeland and was seconded by Theresa Donroe and passed unanimously to add a contingency for a specific project for cost overruns and unforeseen expenses like addition plywood decking or roof structures in the amount of \$50,000 to be used for the upcoming five story roof and or garage roofs projects and two story shutoff valve replacement.

Next item was a discussion on paying off the Sunrise line of credit/loan for budget short falls in 2022/2023. This discussion was tabled as the Board looks at options.

Next item was a discussion on the upcoming two story concrete restoration project for patios, balconies and walkways, railings and stucco. It was decided to get further information from our engineer and contractor and develop a plan on which buildings required the most attention and break down a cost per building. The discussion was table until more information could be included.

With no further business to discuss.

A motion was made to adjourn the meeting

**Motion No. 9:** was made by Don Copeland and was seconded by Theresa Donroe and passed unanimously.

The meeting was adjourned at 2:33 PM.