

# Board Meeting Summary- Monthly Board Meeting

February 11, 2006 6:00 PM

## Quick recap

The board meeting covered a range of topics including financial updates, landscaping issues, maintenance concerns, and upcoming projects. The board discussed the need to approve minutes from previous meetings, review financial reports, and address ongoing maintenance problems such as raccoon infestations and a dangerous pit bull on the property. They also explored options for improving the website, updating the declaration, and enforcing rules and regulations. The board reviewed potential projects for the year, including concrete restoration, garage repairs, and riverbank restoration. They discussed the importance of getting owner feedback on flood insurance for the 5-story buildings and the need to extend the deadline for proxies related to pooling reserves. The conversation ended with a discussion on scheduling future board meetings and addressing ongoing issues with dryer vents and air conditioning units.

## Next steps

- Perry: Coordinate with landscaper to assess which plants are dead and need replacement, and determine timing for trimming overgrown bushes, especially those at the front entrance and island across from the bones.
- Perry: Investigate the cost of reclaimed water from the city as a potential alternative water source for landscaping.
- Perry: Oversee replacement of dead sod and plants once water situation is clarified, using available funds and operating costs as appropriate.
- Don: Schedule and hold run-off election for the fifth board member on March 3rd, with support from the impartial committee (Terry, Anita, Sandi, Pattie, Celeste ).
- Don: Send out first draft of Declaration rewrite to all board members for review and comment.
- Marvin: Research and evaluate off-the-shelf condominium management software (including website functionality and online payments), and form a committee (including Martha Kosa and other volunteers) to recommend a new platform.
- Don: Extend deadline for pooling of reserves proxy and continue collecting votes, targeting March 11th as new deadline; board members to reach out to owners who have not yet voted.
- John: Schedule and oversee inspection and proposal process for repairs to garages FG&H, including coordination with Keystone and owners regarding access.
- Don: Assign board members to project liaison roles: Don to two-story concrete restoration, John to garage repairs, Don to insurance, Don to Declaration rewrite, Marvin to rules/regulations update, Don to enforcement policy, Perry to landscape repair, Doug/Perry to garage door plan, Marvin to website/software, Don to tax lien/foreclosure issues, Perry to riverbank repairs, and John to two-story dryer vent ducts and caps, firewall repairs, shingle glue project, and 5-story dryer vent covers.
- John: Schedule installation of new dryer vent ducts at correct height on two-story buildings and coordinate with roofers.
- Don: Send notice to owners storing items outside their cages in two-story buildings to move items to garages or appropriate storage.

- [Don: Contact attorney to brief the board on options for protecting association funds in upcoming foreclosures and tax lien sales.](#)
- [Don: Obtain statement from insurance company and county documentation regarding floodplain status for 5-story buildings to inform insurance decision.](#)
- [John: Follow up with fabricator and schedule installation of new 5-story dryer vent covers at correct height.](#)
- [John: Work with Tech Systems to glue down shingles on Building 4 and evaluate effectiveness; consider permanent solution if glue is not effective.](#)
- [Don: Ask attorney for clarification on requirements for posting Zoom/audio meeting recordings to website and legal obligations.](#)
- [John: Continue to address 5-story elevator and trash chute vent water intrusion issue, including follow-up with fabricator on correct installation of vent covers.](#)
- [Don: Broadcast information about unit 830 for sale if family/representative confirms.](#)
- [John: Replace rotted common doors and frames on 5-story buildings with fiberglass-rated doors as budget allows.](#)
- [John: Replace rotted shop door and frame with fiberglass.](#)
- [Don: Assign committee \(including volunteers\) to update architectural standards and solicit owner participation.](#)
- [Don: Assign committee \(including volunteers\) to review and update rules and regulations, especially regarding pets and enforcement.](#)
- [Don: Assign committee \(including volunteers\) to review SIRS analysis and seek further cost savings/life cycle analysis for major assets.](#)
- [Don/Marvin: Schedule regular monthly board meetings \(second Wednesday\) and post notices per statute.](#)
- [Don: Send out notice reminding owners to ensure vehicles have proper parking passes/decals and to include unit numbers for tracking.](#)
- [Don: Ask attorney to clarify language/statute for removal of dangerous dogs and share with board/owners.](#)
- [Don: Schedule attorney to brief board on options for handling tax lien and foreclosure properties.](#)

## Summary

### Board Approves Minutes, Discusses Budget

The board meeting focused on approving minutes from previous meetings, including the annual meeting and organizational meeting for the 2026 board. Doug presented a financial report indicating that revenue exceeded the budget by \$98, while operating expenses exceeded by \$297, resulting in a \$200 overage. The board discussed landscaping issues caused by freezing temperatures, with Perry reporting that many plants may need replacement. They also considered adjusting bushes at the entrance to improve visibility for drivers, and discussed the possibility of using reclaimed water from the city as an alternative to well water.

### Landscaping and Pet Policy Updates

The group discussed landscaping concerns, particularly regarding tall bushes that needed trimming but would not be removed. They addressed a raccoon issue that was resolved when a pit bull killed one of the raccoons, though concerns remained about the pit bull's presence on the property. The discussion concluded with a need to update rules and regulations regarding pets, particularly regarding breed

restrictions and weight limits, with a plan to grandfather in existing pets while enforcing new rules for future owners.

### **Foreclosure and Pet Policy Review**

The board discussed a problematic unit with a dangerous dog and unpaid fees, noting that the property is scheduled for foreclosure in March. They reviewed their investment of approximately \$45,000 in three units facing foreclosure or tax lien sales, with no write-offs having been made yet. The board agreed to have their attorney explain their options for protecting their interests and potentially recovering some of the debt, while also addressing concerns about pet owners not following rules regarding waste cleanup and dog sizes.

### **Resurrecting Compliance Committee, Homeless Concerns**

The board discussed two main issues: a need for a Compliance committee to address rule infractions, and concerns about a homeless individual frequently seen on the property. They agreed to resurrect the Compliance committee, which requires 3-4 owners to volunteer as impartial jurors, with one volunteer already stepping forward to chair the committee. Regarding the homeless individual, the board was advised to contact police immediately whenever the person is seen on campus, as he is known to law enforcement and has been trespassed from the property before. The board also discussed safety concerns related to overgrown bushes providing potential hiding spots, though no incidents of theft or assault have been reported.

### **Parking, Restoration, and Insurance Updates**

The board discussed parking enforcement, with 20 warnings issued for vehicles without proper passes, and announced plans to escalate to towing if violations continue. They reviewed the two-story concrete restoration project, where John had reported discovering extensive damage requiring slider removal in one unit, though the project remains under budget at around \$300,000. The board also discussed garage restoration plans with Keystone, which will begin inspections on the 17th, and received positive preliminary insurance rate updates of potentially 5-10% reduction. They concluded by addressing the need to update the declaration, which is currently being redrafted by attorneys, and discussed the ongoing Riverbank restoration project, which remains under existing permits from previous storm damage.

### **Flood Insurance and 2026 Projects**

The board discussed flood insurance for five-story buildings, with some members recommending against spending \$33,000 on insurance since the properties are not in a floodplain. They agreed to obtain formal documentation from the county and a statement from their insurance company before making a final decision. The board also reviewed upcoming projects for 2026, including concrete restoration, garage repairs, and a declaration rewrite, with board members volunteering to oversee various initiatives. Additionally, they discussed the need for a new enforcement policy to address difficult owners and ensure compliance with rules and regulations.

## **Major Maintenance and Standards Updates**

The board discussed several major maintenance and repair projects, including garage door replacements, architectural standards updates, and website improvements. They identified multiple garage doors in poor condition that need replacement, with Doug taking responsibility for this project. The board also discussed the need to update their architectural standards, with a committee being formed to review and redefine these standards. Additionally, they addressed ongoing issues with building 4's shingles flapping in high winds, with John investigating potential solutions. The board noted that wind damage is not covered under warranty, and discussed the possibility of planting trees to help reduce wind impact on the building.

## **Building Maintenance and Compliance Review**

The meeting focused on various maintenance and improvement projects for the 5-story building. John was tasked with determining the number of missing dryer vent flappers and developing a plan to fix the non-compliant issues. The group discussed protecting elevator and trash chute vents from water intrusion, with John working on ensuring correct installation of protective measures. They also addressed the need to replace rotted common doors and frames, though budget constraints were a concern. Marvin highlighted issues with the website's functionality, suggesting the formation of a committee to explore better options. T

## **AC Vibrations and Reserve Voting**

The board discussed air conditioning issues, particularly vibrations affecting residents, with Perry explaining that grommets were installed on some units to mitigate vibrations, though the sound of air conditioners cannot be fully eliminated. The board also addressed the need for owners to vote on the pooling of reserves, with only 81 proxies returned out of 174 owners, and decided to extend the voting deadline to March 11th. Monthly board meetings were scheduled for the second Wednesday of each month, with the next two meetings occurring on March 3rd (run-off election) and March 11th.

## **Resolving Vent Issues and Updates**

The meeting covered several topics, including a long-standing dryer vent issue that has yet to be resolved despite efforts to install new vents at the correct height. Steve expressed frustration about the lack of progress, and the Board mentioned that John would be contacted to ensure the vents are installed properly. The group also discussed the potential sale of a 3-bedroom unit, with confirmation needed from the family or their representative. Marilyn suggested contacting colleges and high schools to help revamp the website, and Don explained his preference for using off-the-shelf condo software. The conversation ended with a discussion about the enforcement committee's role in addressing rule violations and the need to post Zoom meeting recordings to the website within 30 days.

## **Website and Meeting Tools Upgrade**

The board discussed challenges with their current website and meeting tools, particularly regarding Zoom functionality and compliance with state statutes. They agreed that their current website was not suitable for their needs, as it lacks the necessary storage and flexibility to handle large video files. The board decided to explore off-the-shelf condominium software suites that would provide full functionality and compliance with legal requirements, with Don suggesting they should consider companies like Condo Express. They also acknowledged the need to improve remote participation options for owners, while noting that current Zoom meetings were experiencing technical difficulties.