

SPENCER'S CREST CONDOMINIUM ASSOCIATION  
Board of Director's Meeting Minutes  
April 26, 2016

In attendance: Ed Robinson, Marlene Edgar, Rhonda Carlson, Chris Provorse, Alice Schawo

Absent: Don Johnson

CAM: Kim Broswell and Pat Bess

The meeting was called to order at 3:30 PM by Chris Provorse.

The February 18, 2016 meeting minutes were distributed and reviewed. The date at the top of the minutes was incorrect and needs to be updated. Rhonda motioned to approve the minutes as amended. Marlene seconded. All in favor.

Maryke closed on the sale of her condo on April 15, 2016, therefore, she has resigned her position on the board. Information about the open board position will be included in an upcoming newsletter.

Collections: Reviewed by the Board

Call Log: Reviewed by the Board.

Maintenance Report:

Garage Door Numbers: The numbers were received from SignCo, however, they were not the correct size. CAM is currently working to reach Gary with SignCo to have the numbers replaced.

Fire Sprinkler Inspections & Repairs: CAM reported that the sprinkler inspections were completed in February and that no repairs were needed at that time.

Pool Restroom De-Winterization: This has been completed and the restroom key card system has been activated.

ACC Approvals: None

Treasurer's Report:

- Marlene motioned to accept the February 29, 2016 and March 31, 2016 financial statements. Rhonda seconded. All in favor.
- 2014 Audit: Sampling information has been dropped off to the accountant. CAM expects to receive the report prior to the May meeting.
- 2015 Audit Quotes: The audit has been performed by the same company for numerous years. The board requested that CAM bid the service prior to contracting for the 2015 audit.
- Unclaimed Property vs. Voided Checks: There are two checks that have been issued by the Association that have not been cashed (one from 2010 and one from Oct 2015). CAM was able to locate the person the payee for the October 2015 check, and has mailed the check to an updated address. The 2010 check is make payable to a previous condominium owner. CAM confirmed with the State that the check needs to be turned over as "unclaimed property".

Old Business:

- a. Unresolved Walk Through Findings:
  - a. 1100-302: Blinds: Resolved
  - b. 1100-601: Screen: Resolved
  - c. 1100-801: Hot tub chemicals: Unresolved
  - d. 1115-702: Personal items in breezeway: Resolved
- b. Reserve Study: The Reserve Study updated report was distributed to the Board via email. A detailed discussion about the report is tabled to the June board meeting to give members ample time to thoroughly review the report.

New Business:

- a. Dog Ownership Fee: Residents not picking up after their pets continues to be the most commonly reported item. Ed proposed the idea of looking into the implementation of a Dog Ownership Fee that would be charged to each owner/resident that has a dog. The fee would be used to offset the costs incurred by the association for clean-up. Another idea discussed was the installation of pet stations throughout the property. CAM to look into costs for regular clean up on the property and the cost of pet stations. The topic will be included in the upcoming newsletter with a request for alternative ideas from homeowners.
- b. Landscaping Feedback:
  - a. Satisfaction of Work: The association is getting mixed feedback on the satisfaction of work. The mowing jobs are nice, when done, however, mowing is not being completed with regular frequency. The mulch has not yet been completed, which is later in the season that expected.
  - b. Frequency / Schedule: The property is scheduled to be mowed on Wednesdays, however, the company owner has reported that he recently became fully staffed for the season and has also battled weather, but he expects the schedule to become more regular.
  - c. Irrigation Start-Up/Maintenance: The water has been turned on, however, not all hydrants appear to be working. CAM to follow up with contractor to get all hydrants in working order.
  - d. Spring Landscaping Projects: CAM presented a bid from Grizzly Bear Lawn Care for the following:
    - i. Removing bed edging and replacing mulch areas with rock - \$1575.00
    - ii. Adding Multi-Colored River Rock to 1115 Section where needed - \$3040.00
    - iii. Adding Brown River Rock to 3800 & 1100 where needed - \$490.00
    - iv. Removing creeping junipers from landscaping beds - \$910.00

The board discussed waiting until the May meeting to discuss further after the walk throughs were completed and other potential landscaping related items were identified. Further discussion took place regarding the safety concerns related to the metal edging. The board agreed to move forward with that part of the bid, but will hold review of other projects until a later date.

- e. Garage Sale Date: August 13, 2016
- f. Pool Opening Date: Saturday, May 28 or earlier if the pool is open and inspected.
- g. CAM Walk Throughs (Weather Permitting): CAM has planned the following walk through dates to identify maintenance concerns and violations, if any:
  - i. May 4 @ 9 AM – 1115 Section
  - ii. May 11 @ 9 AM – 1100 Section
  - iii. May 18 @ 9 AM – 3800 Section

Rhonda motioned to adjourn at 5:27 PM. Marlene seconded. All in favor.