

**Shadow Creek Condo Association
Board Meeting Minutes
January 25, 2016**

Present were: Bob Floyd, Bob Wegner, Jerry Carroll, Jerry Jacobson, Signe Hovem and Sam Maphis. Mary Nakashian was present by Skype. Helen Cartwright represented Bartlett Property Management.

The meeting was called to order at 2:06 pm. We have a quorum.

Approval of Agenda:

Jerry moved to approve the agenda. Bob Wegner seconded the motion, which passed unanimously.

Approval of Minutes:

Bob Floyd moved to approve the minutes of the October 12, 2015 meeting. Bob Wegner seconded the motion, which passed unanimously.

Financial Statements:

At the end of December we had \$168,779 in total assets. The year to date income was \$158,300.

Bob Floyd moved to approve the financial statements. Jerry seconded the motion, which passed unanimously.

2016 Budget / Reserves Study:

Bob Wegner presented the draft 2016 budget. The budget calls for a \$10 / month dues increase, which will give annual income of \$158,750. Total expenses are budgeted at \$115,250 and the reserves transfer is \$43,500.

Jerry moved to approve the 2016 Budget. Signe seconded the motion, which passed unanimously.

Bob also presented the Reserve Study, developed as recommended by the CPA review of the Association finances. This will be used as a planning tool for long term capital expenses.

New Business

Board Members:

Jerry Carroll read a letter from Carolyn. She is resigning from the board for health reasons. She will remain on the Social and Landscape Committees.

Signe is also resigning from the board, as she is selling her unit. The tenants Corie and Trae Wallace are under contract to buy the condo.

Jerry Jacobson will not be standing for re-election at the Annual Meeting, so there will be three vacancies on the board. Mary will draft a notice to owners to ask if they are interested in being a board member.

Handicapped parking:

Sam brought up several issues around parking in the two buildings.

The current policy is that when a unit sells, the parking space associated with the previous owners goes back into the 'parking space pool', and can be requested by current residents who want that space. Precedence is given to residents who have been in the building longest and those who first request the space. The board can chose to make an exception to this procedure in cases such as Signe's where the sale of her unit was contingent on the new owners being able to keep their current parking spaces. Owners should be notified when a unit sells so that they can put in parking space requests.

Secondly, the situation has come up where some owners are maintaining a parking space for their own car and are renting two extra spaces for their tenants. In this case, if a resident owner wants a second space, then the non-resident owner would have to give up one of their three spaces.

Sam also suggests that four of the parking spaces are designated as 'handicapped parking', as the population of the condos ages, they will likely become necessary. No-one is being asked to move out of their current spaces. Peter and Christine Dietze will be using one of these larger spaces to park two cars for now.

Intercom 337:

The old intercom unit from unit 303 has been installed in unit 304. Although the buzzer does not work, the residents are now able to open the entry door.

Snow removal – driveway damage:

There is concern that the driveway concrete is being damaged by excessive use of snow melt. Helen will ask the contractors to be careful about the amount of ice melt they use.

Old Business

Brickwork Repairs:

Rademacher Masonry were unable to complete the repairs due to unsuitable weather. Helen will contact Ross Rademacher to reschedule.

Elevator repairs:

Thyssen Krupp have repaired the elevator door at 315. The door at 337 is a little noisy, but is still working fine. Thyssen Krupp have fixed the prices for parts for 5 years.

Emergency Repairs:

Bob Wegner requested that more information is communicated to the board by the buildings committee in the case of repairs that need to be completed urgently.

Tree trimming:

Carolyn supervised the tree trimming, which went very well. Bob Wegner asked about the two trees between the pool and the grill that are being chewed up by squirrels. Helen will follow up with Chris Reinholt.

2016 Landscaping:

Bob Floyd wants to put in an order with Sturtz and Copeland for annual plants and to replace the snow on the mountain. Jerry moved to approve spending up to \$2000.00. Signe seconded the motion, which passed unanimously. Bob will provide invoices.

CPA Review:

The CPA Review of the Shadow Creek accounts was favorable. There are no issues with the accounting.

Missing Signed Bylaws:

The attorney is drawing up wording so that the board can vote by email.

Homeowners' Concerns:

Peter Dietze is having problems with boxelder bugs in his condo. Helen will forward him Pestrute's details so he can treat inside the unit. The association treats the exterior of the buildings twice a year.

Next Meeting Date:

The Annual Meeting is scheduled for March 7, 2016 at 6:30 pm. There will be a Board Meeting on the same date at 4:00pm.

The meeting was adjourned at 4:03 pm.