

**Kahler Glen Condo Association
Board Meeting
April 3, 2013
Location: Teleconference**

The meeting was called to order by Ted LaVigne, President at 7:03PM.

In attendance: Jim Anderson, Julie Anderson, Nancy Graham, Ted LaVigne, Andi Main

Absent: Becky Wiggins

A motion (#040313.1) was made by Ted LaVigne and seconded by Jim Anderson to approve the minutes with revisions submitted by Andi Main. Motion carried. Andi will confirm with Becky the changes were incorporated.

Treasurer's Report

Checking:	\$ 9,141.04
Reserve:	90,236.84
Audit Reserve:	<u>7,527.11</u>
Cash on Hand 2/28/13	\$109,904.99

Receivables are in good shape. As of the end of February, only one homeowner was in arrears. This is the property the HOA placed a lien in 2011. This same unit has apparently been listed for sale. Andi has been in touch with the attorney who handled the lien and he feels the lien should be required to be cleared through the sale process.

Andi reviewed P&L status and anticipated 2013-14 budget presentation. Expenditures to potentially be included in the 2013-14 budget are the resurfacing of E Spa, landscape renewals, and reserve study.

Property Manager Report

The last unit check was performed in February. Weather since has been moderate with few extremes in temperature. Ted asked that we check crawl spaces for residual water. Lisa will attempt to look in vents with a flashlight. If she is unable to see inside, the first pest control visit is coming shortly and she will ask them to check for water as well as open the vents and set traps.

Christmas lights have been removed and Lee is working on landscaping estimates.

Dryer vents have been scheduled for cleaning in April, windows to be washed in June. Choice Electric has been contacted regarding scheduling Spring tune-ups for air conditioners. Bids for hot water tank replacements are in process. .

Mike is blowing out stairwells weekly. There have been some trees removed as a result of snow damage. There are still some to do – Lisa will seek bids for their removal. Light replacements are in process and sand buckets have been stored.

Lisa will be mapping out water shut off valves. When a problem occurs, it seems we are uncertain as to where the shut off valves are located and which valve turns off which unit. A map will be a huge help. A copy will be left in the key box.

Pinhole Leaks – Jim Anderson summarized the findings of specialist, Don Masoero, brought in to investigate this problem. Basically, the major finding seemed to be excessive flow rates resulting in pipe corrosion. The highest area of concern was in the hot water lines. After some research, Jim recommends the following:

- Inspect and replace flex pipes
- Install a flow regulator at the hot water tank (Jim will supply Lisa with additional information so she can secure a bid for this)
- Install earthquake straps (tanks are in utility rooms and straps will negate movement from bumping, etc.) Lisa will request a bid for straps.

Ted would like the Board to establish written protocols for action to be taken regarding:

- Shoveling roofs – when and who, estimated cost
- Extended power outages – minimize risk of frozen pipes (set faucets to drip)

Ted also suggested we consider purchasing a sump pump for water removal as well as industrial size fans. In the event of a leak, we would be able to remove water ourselves as well as dry the crawl spaces. The bill this year for water removal due to a leak in E building crawl space was \$3500. With our own equipment, we could drastically reduce this type of expense.

Annual Meeting – Lisa distributed prior to the board meeting, annual meeting requirements. Notification of the date, location, our proxy form and an estimated annual budget for 2013-14, need to be distributed to owners on or before April 18. Andi and Lisa will coordinate this distribution.

Collection Policy Update – Nancy Graham submitted and reviewed a formalized collection policy. Currently, we have a note on the statements generated by Esther, but nothing specifically in writing regarding payments. Nancy developed a one page, simple to understand policy which can be distributed to all owners old and new. We are extremely fortunate to have nearly all owners pay in a timely fashion, but when the occasion arises, a written policy will be beneficial.

Reserve Study – the condominium law is a little vague on the time constraints regarding reserve studies. Our last formal study was completed in August, 2007. The reserve studies are required to be submitted as part of the unit sale paperwork. A motion (#040313.2) was made by Jim Anderson to update our reserve study. The motion was seconded by Andi Main and passed unanimously. The company who performed our original reserve study is still in business and we have received a quote for an update of \$1800-2300 depending on the level of the study. This cost includes a site visit.

Prospective Board Members – we are in need of 2-3 board members for next year. Ted and Andi will contact 2 individuals who have expressed an interest.

Maintenance – our current contract was discussed and it was decided a more formal contingency plan should be developed. Major services which need to be considered are landscaping, mowing, hot tub testing, and snow removal.

Ted LaVigne made a motion (#040313.3) to adjourn the meeting. Andi seconded the motion. Meeting was adjourned at 9:00PM.

Respectfully submitted by:

Andi Main