**Lakeview Condo Association HOA Meeting Minutes**

**August 7, 2019**

**6:30 pm**

Attendees: Denny Huston, Juan Piedra, Terri Tangalin-Piedra, Ken, David Hart, Debra Blizzard, Dano Marith (via skype), Carmen Sonnes and Elizabeth Divers.

1. **Call meeting to order** – Board Chairman, Juan Piedra, called the meeting to order at 6:35 p.m.
2. **Acknowledged guests present**.
3. **Approve last meeting minutes from March 28, 2019**.

 **Motion**: Juan moved to approve meeting minutes from March 28, 2019. Dano and Denny approved. **Motion passed**.

1. **Approve financials since last meeting** – **Motion:** Juan motioned to approve the financial reports completed since the last meeting. Dano seconded and Denny approved. **Motion passed.**
2. **Vote to waive 2014, 2015, 2017, and 2018 audits** – Juan thanked Debra Blizzard for bringing to the board’s attention that they could not waive the prior audits due to lack of votes. Needed 12 votes, 60% to pass. By the end of the meeting, RPMS received 13 votes and proxies to approve waiving the audits for 2014, 2015, 2017, and 2018.
3. **Assessments – RPMS –** Liz shared there are three units that have not paid their assessments. Juan requested that Liz send an updated progress report on the status of unit payments for the required assessments. Liz will send a progress report to Dano as well.
4. **Reserve Study** – Juan noted a new reserve study was conducted. It calls for two different ways of funding for our future; plan for 100% and plan for 70% funding. The 100% option requires each unit to pay an increase of approximately $110 each month, which is designated for the reserve account. In addition to the increased dues, a special assessment of $120K per year will be assessed and each unit will be assessed $6000 per year to comply with the recommendation.

The 70% option requires each unit to pay an increase of approximately $95 each month for the reserve account. In addition to the increased dues, a special assessment of $120K per year will be assessed and each unit will be assessed $6000 per year to comply with the recommendation.

The management company recommends the association fund the reserve account to at least 50% and if the association has to use reserve funds, they will need enact a special assessment to pay back the reserve funds.

Dano advised that if we went by the recommendations, the association would assess each unit $6000 per year. Dano noted this would create a hardship, which may lead to units not paying anything. He recommends the association instead continue to assess $1000 per unit every year and this will build the association reserve account to the 50% funding in five years.

Juan advised that by not collecting the $6000 yearly assessment that this will prevent the association from fully complying with completing all of the recommended annual repairs identified by the reserve study. Dano noted the association would only have to complete the most necessary repairs. Juan advised with the proposed work to be completed, there could be a few years the association will lack funds to fully comply with the reserve study. He noted the work to be completed would be for necessities and emergent/safety work.

Dano noted the association will be diligent in seeking contractors who are very competitive with their pricing to keep costs down.

**Motion**: Dano made a motion for the association to continue to collect the $1000 per year per unit for the next five years and starting in 2020, increasing the monthly reserve deposit from $882 to $3000 per month to meet the recommendations from the reserve study. Juan asked the management company if it was legal to not comply with the reserve study. The management company replied the reserve study is only a recommendation and yes, it is legal. Juan then seconded the motion. Denny approved. **Motion passed.**

1. **Old business**
	1. Asphalt – The reserve study calls for the asphalt to be resurfaced – seal coating due now. Estimated cost of $6000. Also discussed filling the cracks and pot holes for much less. The board will follow up finding a contractor to complete in 2020.
	2. Keys for association doors – Per Juan, this is in regards to deadbolt locks on shared hallways and the electrical shed. Per Liz, they still need to get one more key. Juan proposed collecting the keys and having them available inside garage 5 on a keyboard for emergencies. Juan noted that even though the management company has a copy of the keys, that by the time they got to the property, it would be unsatisfactory during an emergency. Dano proposed having a lockbox with a key code (similar to real estate key lock box) available. Juan questioned if seven keys would fit in one box. Terri proposed rekeying all of the locks to just one key. David Hart noted it would be cheaper to buy new deadbolts and have them all keyed to one key at Home Depot and he volunteered to install the locks. The board agreed that David will work directly with RPMS to complete this. Dano agreed to obtain a lock box for the keys. Debra Blizzard noted she could not wait for this to be completed and she needed access to the electrical shed and Juan advised Debra where an emergency key was located.
	3. Decks – The reserve study notes there are two years left before the decks need to be replaced for approximately $75000 in 2021. Juan noted we could get financing for this, but this requires a 75% approval vote from unit owners. This cost will be added to the monthly dues. Dano believes this is the next big safety issue to address – the rails and planks could be replaced as needed before the entire project is started. Juan noted the board would like to start it in 2020.
	4. Building 1, 2 & 3 Roofs – The reserve study notes buildings 2 and 3 roofs need to be replaced for $80000 and it needs to be completed now. Even through the reserve study called for building one’s roof to be replaced within four years because they assumed it was the original roof, it was revealed by Debra Blizzard that building one’s roof was replaced in 2012. Building 2 and 3 roofs do still need to be replaced, but the association does not have enough funds. Juan noted the tar patches are working on building 3. Denny will seek a bid from his roofer to complete tar repairs on all three buildings before November 2019.
	5. Carport Lights – The management company will seek a bid for a dedicated circuit for the lights so they can use LED or incandescent bulbs.
	6. Building 3 Septic Tank Inspection – Liz will try to find the contractor who last serviced the septic tank located in front of building 3. If not, she will find a new contractor to complete the work.
	7. Electrical shed door – The door installed. It needs to be painted. Denny volunteered to paint the door.
	8. Chairman – Juan indicated due to his medical condition he is having difficulty serving as chairman. He inquired if Denny, Dano, David or Carmen are interested in the chair position. As no current board member or unit owner has expressed any interest in serving on the board of directors, Juan will remain as chairman for the time being until a replacement is found.
2. **RPMS Time –** Liz noted the invoice for the retaining wall and there not being visible drain holes. Liz inspected the existing holes and noted no new drain holes. The wall was inspected and approved by the county as being completed to code. Dano noted he did confirm there is a one new drain hole as specified by the structural engineer in their drawings. So, there is a new drain hold in addition to the existing drain holes. Debra also brought up the reserve parking signs not being in the right place and superficial cracks at the base of the wall. Liz recommends paying them and holding back $1000 of the payment until the minor issues (punch list) are resolved.

**Motion**: Dano motioned holding back $2000 for punch list items to be completed on the retaining wall. Juan seconded the motion and Denny approved. **Motion passed**.

1. **Owner time – 15 min**

Carmen Sonnes – she inquired if there are funds in operating fund to power wash around the dumpster area and sidewalks. Juan asked Dano if power washing is included in 2019 or 2020 budget. Juan noted the last bid is $2500 for power washing. Per Dano, the association is in a tight shape with regards to finances and prioritizing work to be completed i.e. safety issues. Juan does not anticipate it being completed this year. Carmen knows of a handyman who could complete the work. Liz inquired if they are licensed, bonded and insured and they are not. Juan advised Carmen that she could power wash her immediate area without asking for permission, but if she was going to power wash any other area, she would need to submit an ARC form, which is located on the association website. Juan advised she would need approval from the board to have any work completed in a common area. Juan noted the board appreciates the homeowners who maintain and keep their areas clean.

Debra Blizzard – she inquired about meeting minutes. She said 12 votes needed to waive the audit and not the assessment, and would like to have this corrected in the minutes. (Noting her request in this month’s meeting minutes will serve as the correction). She also inquired about the vent cover near unit 6 that is a different style and color. Dano will look into it. She noted there are still a lot of cars not registered to park their vehicles in registered places. There are six vehicles. She also inquired about building 1 limited area being cleaned up. Denny confirmed it was clean. She also brought up the gutters being cleaned. She also inquired about the junk left around the dumpster area. Juan noted the current landscaper currently does not pick up trash on the property and if they did, it was just a courtesy.

1. **New business**.
	1. Post Caps: Debra advised the new post caps that were reinstalled were not the standard copper caps, a new crack in the new retaining wall, and a stain in the concrete. Liz will follow up on these items with the contractor. She also brought up they killed six azalea bushes during the repair process that should be replaced.
	2. Maintenance – Discussion took place regarding hiring someone to clean up the trash around the property and the garbage area every six months. Juan also brought up hiring someone to plow the property after snow storms.
	3. Retaining Wall Drainage Holes – Dano obtained a bid for $4K to drill drainage holes in the existing retaining walls in hopes to extend their life and reduce cost of repairs.
	4. Collections – Professional Credit Services will provide a new bid for collecting on past due accounts.
	5. Audits – Dano requested a summary of the units who did not vote so he and Denny could reach out to each unit owner to explain the need for their vote. Debra contests allowing a revote for waiving past audits for fear of neglecting the no votes.

1. **Meeting recess – Juan called a recess to the meeting at 8:48 p.m. to allow Dano and Denny to contact the owners that had not voted.**
2. **Meeting resumed at 9:03 p.m.** The board reached out to the owners via telephone who had not submitted a vote. The board obtained three additional votes via email to the management company to approve waiving the past audits.
3. **Meeting adjourned 9:05 p.m.**