



**THE CONDOMINIUM OWNERS AT MILL RIVER, INC.**

**BOARD OF DIRECTORS MEETING**

**Thursday, October 12, 2017**

**LOCATION: Association Services, Inc.**

**1250 Ironwood Drive, Suite 335, 3<sup>rd</sup> Floor Conference Room**

**MEETING MINUTES**

**Board Members Present:**

Doneda Allen, President  
George Carnie, Vice President  
Ann Farrar, Treasurer  
George Silva, Director at Large

**HOA Management**

Sherry Lenarz, ASI  
Ben Weaver, ASI

**Owners Present:**

None

- I. Call Meeting to Order:**  
Doneda Allen called the meeting to order at 9:00 a.m. and a quorum was established as four (4) Board members were in attendance.
- II. Changes/Additions to the Agenda**  
There were no additional changes to the agenda
- III. Election of Directors** – Ann Farrar motioned to retain the officer positions from the 2016/17 board for the 2017/18 board. George Silva seconded the motion. The motion passed unanimously.
- IV. Members' Comment Period** – No Members were present.
- V. Approve August 17, 2017 Meeting Minutes:**  
Ann Farrar made a motion to approve the meeting minutes as presented. George Silva seconded the motion. Motion carried by all.
- VI. Maintenance Report:** Sherry went through the maintenance update log with the Board as a number of items on the list has been completed. Items remaining on the list are the replacement of the dryer vent outlets where screens are currently installed, aggregate sealing had to be stopped as temperatures were getting too low to finish the project effectively and will be resumed in spring. Also in spring sealing of sidewalks will be investigated, and possibility of that service being offered to owners for their own limited common area patios, at their cost, will be checked on. The unauthorized railing installed in common area will be cut back per correspondence from legal counsel.
- VII. YTD Financial Report:**  
Ann Farrar presented the YTD Financial Report. The total cash balance as of September 30, 2017 was \$204,247.20. The operating balance \$96,087.88; reserve balance \$45,052.88 and working capital balance \$63,106.44. The YTD amount transferred from operating to reserves



\$56,862.00. YTD Working Capital collected at closing of sale was \$5,020.00. Total YTD operating expenses paid - \$240,768.09 (includes budget transfers)

The Association paid \$14,000.43 from the working capital fund for fire alarm phone conversion to cell, landscape replacements, and irrigation replacement. Reserve Expenses total \$67,258.57 so far, this year which covered Painting, seal coating, concrete repairs, shrub/tree replacement, exercise equipment replacement, and bed & irrigation replacements.

George Silva made a motion to accept Ann's report and the YTD financials. Doneda Allen seconded the motion. Motion passed.

## VIII. Committee Reports:

### a. ACC & Building Committee:

- i. Railing: ASI has obtained pricing for powder coating of the railings, logistics may prove difficult due to different styles of mounting, and 2<sup>nd</sup> floor access;
- ii. Painting: Building(s) 4467 & 4474 complete;
- iii. Sealing and striping of the parking areas – as much done as possible this year.
- iv. Reserve Study: Draft received – further revision needed, ASI will work from Glen and Ann's reviews, and their own reviews, to get an updated draft;

### b. Landscape Project Committee Update:

Additional trees will be planted this fall, especially focusing on areas where trees were lost in the past. Bid received from landscaper to application of a 'dormant oil' to the shrubs and trees which should help with mites and other bugs that have caused damage to the landscaping around the complex in the past. Fall cleanup will be happening next week.

## IX. Old Business:

- a. Non-compliant policy: The non-compliant policy was reviewed, and the board was in agreement on the policy
- b. Auxiliary Living Area: The city will be notified regarding two garage units that have been converted to rooms, to make sure permits were filed, etc.
- c. First Amendment - Rules and Regulations: Final revisions will be made, and the policy adopted and sent to the ownership.
- d. Certificate of Insurance from Unit Owners – Ben had experience monitoring the individual insurance at an Association he had formerly managed. He reported that amount of time was not worth it when at any given point it is nearly impossible to get full compliance with this, and would be at significant cost to the Association. Ultimately it is each individual owner's responsibility to carry the proper coverage, and to provide it to the Association if needed.

## X. New Business:

- a. 2018 Working Budget / 2017 Reserve Study. ASI will prepare a draft budget and send to Ann for review by October 27th. Once that has been reviewed a budget workshop will likely be held to finalize the budget. There are several categories needing bids for services in the coming year.
- b. 2017/18 Snow Removal: ASI is collecting bids for snow removal in the coming season.



- c. Newsletter – Association will prepare a November newsletter to be mailed with 2018 budget and statements.

**XI. Adjourn:**

There being no further business to conduct, Doneda Allen moved to adjourn the meeting. Motion carried to adjourn at 11:37 a.m.

*Minutes were respectfully prepared by ASI.*