



THE CONDOMINIUM OWNERS AT MILL RIVER, INC.

BOARD OF DIRECTORS MEETING

Thursday, August 17, 2017 | 9:00 a.m.

LOCATION: Association Services, Inc.

1250 Ironwood Drive, Suite 335, 3rd Floor Conference Room

MEETING MINUTES

Board Members Present:

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

HOA Management

Sherry Lenarz, 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 three (3) Board members were in attendance.
- II. Changes/Additions to the Agenda**
There were no additional changes to the agenda
- III. Members' Comment Period** – No members in attendance
- IV. Approve June 22, 2017 Meeting Minutes:**
George Silva made a motion to approve the meeting minutes as presented. Ann Farrar seconded the motion. Motion carried by all.
- V. 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 screens, the completion of the placement of zinc strips (north facing roofs over doorways), damaged light post near fitness center, sealing of the aggregate in front of the garages, etc.
- VI. YTD Financial Report:**
Ann Farrar presented the YTD Financial Report. The total cash balance as of June 30, 2017 was \$247,746.21. The operating balance \$89,252.66; reserve balance \$95,034.07 and working capital balance \$63,459.48. The YTD amount transferred from operating to reserves \$37,908.00. YTD Working Capital collected at closing of sale was \$1,680.00. Total YTD operating expenses paid - \$166,739.13 (includes budget transfers)

The Association paid \$9,463.84 from Working Capital account for fire phone lines conversation to cell phones and \$2,859.00 from Reserve account for seal cracking of the parking area, shrub/tree replacement and exercise equipment.

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

VII. Committee Reports:

a. ACC & Building Committee:

- i. Railing: ASI still seeking bids for re-powder coating the railings;
- ii. Painting: Building(s) 4467 & 4474 in progress;
- iii. Sealing and striping of the parking areas – scheduled for September 11th.
- iv. Fire alarm phone line conversion: Completed;
- v. Sidewalk replacement: Completed;
- vi. Reserve Study: In progress;

b. Landscape Project Committee Update:

Ann brought up the drainage issue that is located on the east side of the condos water continues to puddle on the sidewalk. ASI received a bid from Elements Landscaping in November 2016 and the cost came in at \$3,043.00. ASI brought up that there are still a number of trees on the westside that will need to be replaced as well as having the irrigation redone from spray heads to drip lines to the trees.

It was noted that the entire berm on the east side belongs to the Condominium Association. The side of the berm closest to Mill River POA need to have a lot work to remove noxious and overgrown weeds.

VIII. Old Business:

- a. Rentals: It was discussed within the Board to have ASI monitor the number of rentals in the community and to obtain and monitor tenant lease agreements. The Board asked that this be tabled until the next meeting.
- b. Auxiliary Living Area: ASI checked the Condominium's governing documents in which is silent pertaining to auxiliary living area. Sherry check with the City of CdA to find out if garages can be turned into auxiliary living space. In discussion with the City Planner, garages can be turned into auxiliary living spaces, but the owner must obtain a building permit and follows certain guidelines.
- c. Non-Compliant Issues: To be tabled to the next BOD meeting.
- d. Rules and Regulations: Final edits were completed, ASI provided a signature copy for the Board to sign in order to have it recorded with Kootenai County. The Board decided to hold off recording until owners had a chance to review and ask questions at the 2017 Annual Membership meeting being held on 9-7-17.

IX. New Business:

- a. Copies of unit owner's Certificate of Liability Insurance. Ann asked ASI why they do not keep a copy of the owner's Certification of Liability Insurance on file. Sherry informed Board that it could be done, but would require additional administrative work and cost to the Association to maintain up-to-date records on each owner. This issue was brought up a few years ago when a unit owner failed to have insurance when their unit was damaged due to frozen pipes. Each is provided a copy of the CC&Rs at closing where it outlines that owners are to carry the proper insurance coverage and information relating to insurance coverage is also noted in the welcome letter that is mailed to each new owner. Ann was



going to meet with the Condominium Insurance agent to discuss this matter. The Board asked that this item be put on the next meeting's agenda.

- b. 2017 Annual Membership Meeting: ASI presented the annual meeting packet which the Board review and approved to be mailed out along with a copy of the revised Rules and Regulations.

X. Adjourn:

There being no further business to conduct, Doneda Allen moved to adjourn the meeting. Motion carried to adjourn at 11:45 a.m.

Minutes were respectfully prepared by ASI.