



THE CONDOMINIUM OWNERS AT MILL RIVER, INC.

BOARD OF DIRECTORS MEETING

Thursday, 11/9/2017

LOCATION: Association Services, Inc.

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

MEETING MINUTES

Board Members Present:

Doneda Allen
Ann Farrar
George Silva

HOA Management

Ben Weaver, ASI

Absent:

George Carnie

I. Call Meeting to Order:

Doneda Allen called the meeting to order at 9:05 a.m. and a quorum was established as three (3) Board members were in attendance.

II. Approve August 17, 2017 Meeting Minutes:

George Silva motioned to approve the 10/12/17 meeting minutes with changes. Ann seconded the motion. Motion carried by all.

III. Maintenance Report: Ben reported that additional research on railing painting has commenced. A particularly bad stairwell railing damaged by freezing water inside of it has been removed and sent to shop for welding repairs and repainting. Gutters were discussed, bids to be collected, also look into gutter guards for high leaf drop areas. Dryer Vent cleaning reminders have been sent out to owners – it is each unit’s responsibility to clean. Sample soffit vents have been ordered and will be installed on a couple of the most problematic dryer vents for testing. Deferred maintenance from 2017 into 2018 includes sealing of aggregate when weather improves. Concrete repairs to spalling areas will need to be evaluated again in spring, as some areas are already in need of repair. Further research will be done on feasibility of also sealing sidewalks to help prevent this in future.

IV. YTD Financial Report:

Ann Farrar presented the YTD Financial Report. Balances continue to drop due to costs being higher than assessments. George Silva made a motion to accept Ann’s report and the YTD financials. Doneda Allen seconded the motion. Motion passed.

V. Committee Reports:

a. ACC & Building Committee:

- i. Railing: This will continue to be researched.
- ii. Reserve Study: Additional revisions have been requested to the draft study.

b. Landscape Project Committee Update:

- i. The committee will be soliciting suggestions for spring plantings.
- ii. Owners and Tenants should not be doing their own landscaping or irrigation adjustments. This has caused issues in the past.

VI. Old Business:

- a. 2018 Budget – The board will review final drafts of the budget and approve before end of the month. Budget will be approved via email and ratified at next meeting.

VII. New Business:

- a. Snow Removal- Doneda motioned to approve the contract from CDA Snowplowing for a flat rate unlimited number of plow pushes contract, deploying between 2-3” of snow. Ann seconds the motion. Motion passed.
- b. Lease Tracking- ASI suggests that to accurately disclose the status of the condominiums to lenders, and also to make sure we have correct contact information for tenants and owners, that all owners with off-site addresses be sent a lease registration form, in lieu of actually having leases sent in, this will allow efficient tracking of the occupancy status of these units. Doneda motions to send the registration as suggested. George seconds the motion. Motion passed.
- c. Patio Fence – The fence at 4505 Greenchain Loop in the common area will be moved over as soon as weather permits.

VIII. Adjourn:

There being no further business to conduct, Doneda Allen moved to adjourn the meeting. Motion carried to adjourn at 11:03 a.m.

Minutes were respectfully prepared by ASI.