

**Board of Directors Meeting
Richardson Square Condominiums
April 28th, 2016**

Donna called the meeting to order 5:30

Jennifer made a motion to approve minutes and agenda - Donna 2nd –Minutes and agenda approved

In attendance: Donna Janks- President, Jennifer Kennedy-Secretary, Pam Stroeber- Treasurer, Charlie Zeiter Red Oak Properties- Quorum established

Odds and Ends:

- Establish procedure for notice for board meetings- All notice of board meetings will be posted on bulletin board in the common area hallway of Richardson Square
- Board discussed possibility of using a website to store and access association documents in the future. Charlie will send examples to board and board will decide via e-mail if that is something they want to pursue
- Board needs to be told three days ahead of the meeting
- Residents need to be notified about general board meetings 90-15 days before and will be done so by mail. Property management will take care of this as well as post in on bulletin board in hall.
- President signed resolutions required by CCIOA needed to collect the dues
- Dues are all paid up to date

Established terms of board of directors:

- Three year terms with new person up each year for re-election as stated below...
Pam 2016 treasurer
Donna 2017. President
Jennifer 2018 secretary

Budget

- Everything from 2015 was rebuilt into quick books –old books on quicken was not able to be opened
- About \$5,000 in the account at present
- Protocol for budget decisions-Board has a meeting to approve and adopt budget. General members are given the opportunity to veto it. In the event the general members veto the board proposed budget then it goes back to the board.
- Budget year June to June 6/1-5/31
 - End of May we work through it and then August 1st payments start July
 - If we keep dues as is \$1,356.00 in reserve in a year
 - Required to have reserve fund and reserve study
 - Charlie did this for us with some wiggle room that would allow us to use reserve fund for unexpected expenses that we did not account for
 - Jennifer made a motion to approve reserved fund -Donna second it –all approved
Reserve in CD now should be pulled out and put in a savings account along with the additional \$300 per month from dues that is designated for reserve fund

- Yearly reserve study was reviewed and looks to be in good shape
Pam Motioned to accept reserve study –Donna Second- all approved

Maintenance project and contracts

- **Keys...** Lock box in boiler room for property management
Lockbox keys will go to Red Oak and Donna
Inside Keys from each tenant needs to go in firebox ... Plus front door key
Every tenant will get a key to front and back hallway doors
If cost associated with exceed 500 Charlie will get our approval
Charlie will look into getting front and back door keyed the same
- **Lawn and grounds –**
 - John wants to mow the lawn
 - Pam will look into seeing if she can donate a lawn mower and weed eater
 - If we need to buy a lawn mower and weed eater we approve moving forward if under \$600 if over board approval will be needed
 - Charlie will schedule weed killer with Brian Ash
 - Charlie will get a bid on aerated lawn and get approval via email
 - Mountain rain will do sprinklers
 - Painting ... Daren Kennedy will submit abide on painting Charlie will get a few other bids
 - Trim and new dormers -Get bids on new dormers ... Majestic Roofing and Fence along with some others. Board will decide via email once bids have been collected
 - Snow fence bid from Beach – to avoid further dormer damage from snow build up. Due to roof warranty no one but Beach can shovel the roof. Snow fence would alleviate us from having to determine when roof shoveling is needed and keep tenants safe from future snow sheds
 - Snow removal as is Dario Elliot did this year -Charlie will get a few other bids for next year
 - Waiting on parking lot paving
 - Darren Kennedy will power wash building and notify tenants a few days in advance via note on interior doors. All windows will need to be closed during power washing
 - \$300-\$400 to set up website -Charlie will send link to check out website -board will decide via email if we want to move forward with this
 - Donna made am motion to close the meeting Jennifer second –all approved

Meeting adjourn 7:48