

RICHARDSON SQUARE CONDOMINIUM ASSOCIATION, INC.

BOARD OF DIRECTORS MEETING

July 25, 2016
5:30 PM MST

UNAPPROVED - MEETING Minutes

5:30 PM **Donna called meeting to order at 5:42**

Role call of directors present. Donna Janks- President, Jennifer Kennedy-Secretary, Pam Stroeber- Treasurer, Charlie Zeiter Red Oak Properties- Quorum established

5:35 PM **Proof of notice of meeting.** Done and was posted on the bulletin board

5:40 PM Approve Board of Directors Meeting Minutes from April 28, 2016.

Donna motion to approve

Pam seconded

All in favor

5:45 PM **Select Date and approve agenda for annual General Membership Meeting**

- August 17th @ 5:30
- Set the Agenda...approved as presented by Red Oak with option to add new business at time of general meeting
- Notice of General meeting will be sent via US Mail with budget, agenda, and proxy form if tenant cannot attend.

5:55 PM Approve Budget and Prepare to present to General Membership.

Pam moved to approve Donna seconded – all in favor

6:00 PM New Business:

- New Locks Front and Back Door- done – no bill yet- board approved the added expense via e-mail (closer to 2,000)
Extra keys are in lock box and Charlie and Donna have key to lock box in boiler room for mechanical emergencies – Fire box keys will be in front of building lock box this week so emergency personal can access when needed.
- Dormers- Brian Roberts will be doing this- will look a little different in paint since we had to match to the old paint – hopefully start this week.
- Trim paint – waiting until after general meeting – 5 gallons of paint purchased already... Kennedy Painting will do a bid for late fall
- Trees- Tree Tamers discussed taking down the limbs with Charlie since they were there doing the neighbor's property – **tree limbs on west side of the building in the end did not get done due to tenants concern about costs...** board decided to wait until spring to do this
- Website is being built –
- Hallway cleaning- will discuss at general meeting

- Lights- seems like we may have a problem – they are going out too fast – Pam and Tom will get rid of old bulbs in closet- buy new ones and change them all out so we can see....
- Boiler- Advance Mechanical (Jim Lohr) came out this summer look at the new boiler after a report of a small leak reported by a tenant- need air vents that are leaking replaced, flush the system-estimated cost of 6 hours at \$90 hour- \$870- will follow up on this in the fall
- Association and budget are in great shape!!!

6:55 PM

Adjourn. Donna move to adjourn... Jennifer second – all in favor
Meeting adjourned at 6:37

*MINUTES REMAIN IN DRAFT FORM UNTIL NEXT MEETING SO THAT BOARD CAN APPROVE THE MINUTES.... THIS IS JUST FOR OWNERS IMMEDIATE INFORMATION – PLEASE BE AWARE THAT MINUTES MAY CHANGE BASED ON BOARD MEMBERS RECOMMENDATIONS AT NEXT MEETING AND ARE NOT FINALIZED UNTIL APPROVED AT THAT TIME!