

RICHARDSON SQUARE CONDOMINIUM ASSOCIATION, INC.
GENERAL MEMBERSHIP
MEETING MINUTES

August 17, 2016
5:30 PM, MST

President of Board of Directors calls meeting to order. 5:32

- Role call of Members present. Donna Janks- President, Jennifer Kennedy- Secretary, Pam Stroeber- Treasurer, Charlie Zeiter Red Oak Properties- Fay Vader, John Williams, Lolene Sammons-
- Verification of quorum. 5/8 quorum established

Proof of notice of meeting

Approve General Membership Meeting Minutes from June 3, 2015.

John made a motion ... Jennifer seconded.... all approved.

Consideration of Annual Budget by General Membership

John mentioned that the boiler building maintenance and repairs budget should be higher. He expressed concern about that pending maintenance projects will exceed the budget amount. Charlie addressed the concerns about the drip with Mesa Mechanical and they didn't reply and so he called someone from Timberline. They explained that the new boiler should have also had a valve that was replaced, used the old glycol in the system and that was not done when new boiler was put in so we still need this work done. New release valve and new glycol estimate \$900

John – asked about dormers – Brain Roberts should be doing this week.

Lolene- concerned about the high budget for snow removal. This is necessary due to the fact we need to have roof shoveled more often to avoid future problems. If anyone sees a concern we need to contact Charlie. We may need more roof shoveling moving forward due to the way the new roof holds snow and the fact that the roofing company has to be the one to do that.

Discussed the broken fences in between patios that broke with snow/ice slide from rood as well. Should we look into fixing the fences? Decided to get an estimate just on the post and split rail to be voted on later. Lattice just falls down all the time-not replacing at this point.

Trees- outside Jennifer's unit need to be removed before they start damaging foundation and may need to be removed to make room for the dormer over the meters.

Reserve money is used for capital projects that are not budgeted for in the annual operating budget. CD was about \$3,500 and transferred into savings account when it matured and later transferred that into reserve account. We are in great financial shape with a healthy reserve and plan moving forward. Lolene questions the legal fees. Charlie explained state legislation has changed and there are more requirements that have caused additional legal fees. No additional discussions or issues with budget.

Election of Board of Directors position

3 year term currently held by Pam, Jennifer nominated Pam, Fay seconded- Donna nominated Lolene, John seconded – Private vote results in favor of Pam -Pam accepted

New Business:

To transact such other business as may properly come before the board.

- John discussed possibility of lowering the age limit to get some younger people that could serve on the board
 - Would need lawyers to rewrite bylaws
 - Need 75% approval vote and need to go to the lenders – It is a huge process to change the age.
 - Expense would be a couple thousand dollars
 - An owner could give proxy to someone else to serve on the board so it is not required that they are on the title
 - John asked about the rules for renting a unit... Charlie will look into covenants and find out about that
- Screen doors damaged? Get estimate on screen doors.
- Pam is going to change the light bulbs – with new ones to see there is a problem with the lights
- Tiles in the front entry- discussed – decided it is not good choice due to slippery surface
- Carpet in hallway –when we do that lets think about tile outside the boiler room
- Board will discuss purchase of new vacuum
- Jennifer will create a schedule and checklist for cleaning duties will create a cleaning schedule
- Boiler room is not be used for storage
- Space heaters in storage units-is there still one for each unit?
- Paint in storage needs to be used up prior to it going bad
- Once a year – in June professionally cleaned halls, carpet, etc....

Adjourn

Pam motioned to adjourn, John seconded, All In Favor- Meeting adjourned

NOTE: A Board of Directors meeting will follow immediately after this General Membership Meeting.