

**BLUFF CONDOMINIUM ASSOCIATION  
BOARD OF DIRECTORS MEETING  
JULY 21, 2023**

**MINUTES**

**PRESENT:** Pam Larsen – President  
Kim Gunning – Vice President  
Eric Smallwood – Secretary  
Brad Bergquist – Treasurer  
Charley Killinger – Director

**OWNERS:** See Attached Listing

**OTHERS:** Sharon & Chuck Williamson - Managers

**CALL TO ORDER**

Pam called the meeting to order at 3:00 p.m.

**ESTABLISH A QUORUM**

A quorum was established with all directors present.

**REVIEW AND APPROVE May 17, 2023 MEETING MINUTES**

The minutes were sent to all Board members prior to the meeting. Pam asked if there were any changes, additions or corrections to the May 17, 2023 minutes, there being none, ***MOTION: Charley moved to approve the May 17, 2023 as presented, Kim seconded, and motion was unanimously approved.***

**OWNER COMMENTS**

None

**FINANCIAL REVIEW**

**Review Financial Statement**

Chuck reviewed the balance sheet with those present. The cash balance as of July 21, 2023, was reported as follows:

Checking: \$179,982.61  
Cap. Reserve: \$186,609.73  
Accounts Receivable: \$39,173.24

Chuck explained that the operational cash balance remains critically low. The majority of the funds indicated in checking need to be transferred to capital reserves.

Brad asked about the \$19,584.71 shown as due from Capital Reserve. He stated that this amount has been shown on the balance sheet for 3 years and would like the funds transferred to operations to assist the buildup of operational cash balances. Chuck stated he would clear the account.

The operational profit and loss statement had a yearend deficit totaling (\$-40,197.05). The budget projections at yearend 2022/23 indicate a deficit of (\$-39,896.74). Most line items expenses were tracking as anticipated with the exception of snow removal at \$68,217.53.

**Budget Review**

Chuck reviewed the proposed 2023/24 fiscal year budget with those present. He expressed concern about the cost of insurance and landscaping. He explained that three bids for landscaping were received, and all were very similar in total expense which are substantially higher than the 2022/23 projected budget. The insurance cost at \$80,000 seems to be excessive and will be marketed for any cost savings alternatives. Management recommends that the Board approve a 5% operational dues increase in conjunction with a line item snow

removal assessment of \$65,000 for fiscal year 2023/24. No increase in the capital reserve collections is recommended. Chuck explained that the operational dues increase is insufficient to balance the budget; however, in combination with the line item assessment it is anticipated there will be an operational excess of approximately \$35,000 at yearend 2023/24. This will allow a year to determine if additional operational savings can be achieved before implementing any further dues increases.

Capital projects as shown on the capital budget will resume in September 2023.

After discussion, ***MOTION: Brad moved to approve 2023/24 Operational and Capital Budgets as proposed with an Operational Dues increase of 5% and a line-item assessment of \$65,000 for the snow removal budget shortfall in 2022/23. The \$65,000 assessment will be billed on the September dues statement with the option for owners to spread the payment equally over 2 months, Charley seconded, and motion was unanimously approved.***

**Common Area Percentage Review** - Management was asked to review the possible update of the common area allocation percentages. Several units have expanded their interior square footage with an Association approved alteration increasing the size of the condominium. Dues are based on the common area percentages that increase with a larger unit size. Brad Bergquist stated he might be able to provide historical information to assist management in this effort.

## **OLD BUSINESS**

### **Maintenance – Status**

Chuck reported on the following:

1. Roof Leaks – All roof leak damage previously reported in units 4134, 4139, 4113, 4117 and 4043 have been repaired. There are three additional water damage issues that have been reported by owners and are on the list for repair pending contractor availability.
2. Parking Garage Lights – Management has investigated options for minimizing the garage lighting. The City Building Inspector reviewed the garages and stated that any significant changes would require the garages be brought up to code with installation of exit lighting. He also suggested that the garage ceiling be converted to a hard surface material and eliminate the ceiling panels to better protect the plumbing located in this area. Management will continue to review options for the Board consideration.
3. Glass Replacement – 4009, 4029 and 4047 – A fixed glass window in each of these units are in need of replacement. Central Home Improvement will order and install the windows for approximately \$800 each. The work will be done as soon as possible. The windows are expected to arrive in 6 to 8 weeks.
4. 4132 Stairwell Roof Repairs – Completed.
5. Parking and Driveway Repairs and Sealcoating – \$22,700 has been budgeted in the capital reserve to patch and sealcoat the asphalt driveway and parking area. This work will be done in September 2023. Striping of parking spaces is planned for better organization of parked cars. It is estimated that 10 to 12 additional spaces can be gained with striping. It was recommended that spaces be of sufficient size to comfortably park vehicles. Standard spaces are approximately 9 to 10 feet wide.

**Landscape Installation Request Building 14** – Chuck reported that the owners in building 14 have requested that the Board delay installation of the approved landscape plan for up to 1 year and redirect the \$4,000 approved funding toward the purchase of a single spruce tree with installation and irrigation repairs. The owners of building 14 would like sufficient time to locate an acceptable tree of significant size. After Discussion, ***MOTION: Eric moved to approve postponing the landscape installation plan near building 14 for 1 year, allowing the building owners an opportunity to locate a spruce tree of sufficient size for planting in lieu of the approved planting plan of Swedish Aspens and Lilacs, with price of tree purchase, installation, irrigation repair and sod repair not to exceed \$4,000, Kim seconded, and motion was unanimously approved.***

## **NEW BUSINESS**

**Unit Water Damage – 4024** - Chuck reported on the status of the water damage that has occurred in Units 4024 and 4023. The source of the damage was from the upstairs unit owned by Sally Robinson. Damage to sheetrock and cabinets occurred in the Larsen unit. Initially, Ms. Robinson's insurance carrier denied the loss for the Larsen unit. The Board determined that Ms. Robinson was found negligent in her failure to properly maintain her personal property leading to the resulting damage. Ms. Robinson's insurance carrier is now reconsidering the claim. Repair work is underway.

**Tree Installation Request – 4134** - Chuck reported that he spoke with Anita Northwood, owner of 4134, about the tree planted in the common area without prior approval. He recommended approval of the tree installation with its relocation to the south by approximately 20 feet adjacent to other evergreens planted in the same area. After discussion, all approved the relocation of the evergreen tree.

**Speed Limit Sign Relocation** – Management was asked to relocate the speed limit sign at the Bluff entry. Chuck was asked to move the sign from the standalone post under the trees to the light post at the entry near the flower bed.

**Lawsuit Status** – Kim asked about the status of the pending lawsuit for the slip and fall case initiated in 2021. Chuck explained that SVEA has been subsequently dismissed from the suit as a defendant. He stated that it was reported to him, through the SVEA attorney, that Bluff may have a default judgement against them for not responding to the complaint in a timely manner. This needs to be confirmed. Management will follow up and report to the Board.

## **ADJOURNMENT**

With no further business the meeting was adjourned at 4:10 p.m.

Respectfully Submitted,

Chuck Williamson  
Recording Secretary