

**BLUFF CONDOMINIUM ASSOCIATION
ANNUAL MEMBERSHIP MEETING
JULY 8, 2023**

MINUTES

PRESENT: Pam Larsen – President
Eric Smallwood
Charley Killinger
Kim Gunning – Zoom

OWNERS: See Attached Listings

OTHERS: Managers - Sharon & Chuck Williamson

ESTABLISH A QUORUM

A quorum was established with 62.02 % represented in person, by proxy or by Zoom.

WELCOME AND INTRODUCTIONS

Pam welcomed everyone and thanked all for being present. She introduced the Board members present and managers Chuck & Sharon Williamson. Pam announced a quorum was present and turned the meeting over to Chuck Williamson. He gave a brief history of their experience in property management and welcomed the opportunity to be managing the Bluff Association. Chuck explained that both he and Sharon have been learning about the Bluff the past couple of months and they recognize there is a lot of work required to bring Bluff up to a standard appreciated by everyone. He thanked everyone for their patience as they continue to work on the most pressing problems at this time.

APPROVAL OF 2022 ANNUAL MEETING MINUTES

Chuck explained that no meeting minutes were generated from the 2022 annual meeting.

FINANCIAL REVIEW

Balance Sheet Review - Chuck reported the following cash balances:

Idaho First Bank Checking - \$175,301.85

Idaho First Bank Capital Reserves - \$186,609.73

Chuck explained that the ACH auto dues payments from owners are now deposited directly into the Bluff accounts and no longer cycled through the third party Buildium.

He explained that the cash balances may appear substantial in both accounts, however, of the funds indicated in the operational checking account, all but approximately \$6,000 belongs in the capital reserve account. With the implementation of finance charges and late fees imposed on past due accounts, the Accounts Receivable has been reduced from \$30,000 on past due accounts to approximately \$8,000.

Profit and Loss Statements – Chuck reviewed the current profit and loss statements with those present. He explained that if an owner requests current financial statements, they are entitled to have the reports in a timely manner. These statements can now be produced in a matter of minutes and made available upon request. He stated the budget appears to be tracking as anticipated with the exception of Snow Removal which is \$69,502.53 over budget. Given the current cash position in the operational account it is very likely a line item special assessment will be required. Landscaping and Insurance Premiums are also projected to be over budget at yearend. Management is in the process of reviewing the insurance policy to determine if any savings on the projected \$80,000 expenditure could be realized in the coming year. Those present requested that management inform owners on the types of insurance coverage they should personally secure for their condominiums. Chuck stated that he would include insurance information in an upcoming newsletter. He informed owners that the Board is

working on a policy that describes owner versus Association responsibility in the event of a loss resulting in interior unit damage.

Capital Reserve Accounting – Chuck explained that to properly account for the capital reserves revenue and expenses that management shows these as Other Revenues and Other Expenses on the financial statements. Owners expressed concern about the condition of Stairwells, Heat Tape and Gutters on buildings. Chuck stated that management was aware of these concerns and intends to address these issues in the near future. He asked that those owners who are physically capable to please clean easy to reach gutters over back decks personally.

OLD BUSINESS

Capital Projects - Chuck reported that building improvements and landscape renovations will resume in September. Owners asked about sliding glass doors, windows and screen replacement. He stated that these are Bluff association responsibility unless the owner has changed out the windows and doors. In those instances the responsibility for repair and replacement would be the individual unit owner. Chuck stated the windows and doors should be made the individual owners responsibility and defined as limited common area in the CCR's. The windows and doors fail at differing rates and for the Association to assume full responsibility for the replacement cost, it could easily be several hundred thousand dollars. Stairwells will be reviewed for alternative material and design, however, repairs to stairwells where a safety concern exists may be corrected on an as needed basis.

NEW BUSINESS

Maintenance Issues – Owners expressed concerns over the following maintenance items:

- 1) Pool Furniture – Bolts and paint scratches. It was requested that the bolts holding the furniture together be tightened on occasion to keep the pieces from falling apart. Kim stated that she would check on paint for scratch touchup on metal supports.
- 2) Pool Gate – Anita Northwood asked about the functionality of the pool gate and new fencing and whether it has been useful to stop intruders who don't have legitimate access. While it has been helpful, there are still those trying to access afterhours by crawling under gate.
- 3) Speed Limit Sign – It was requested that the speed limit sign at the Bluff entry be repositioned to another location providing better visibility.
- 4) Long term parking area location and phone number correction - Management was asked to see if long term parking area near buildings 9 & 13 could be repositioned and that the phone number be updated on the sign to reflect the new management number.

ELECTION OF DIRECTORS

Nominations – Ben Jennings nominated Brad Bergquist and Kim Gunning, Tishara Adams seconded, and motion was approved.

MOTION: Ben Jennings moved to close nominations, Jane Connor seconded, and motion was unanimously approved. With no other nominations Brad Bergquist and Kim Gunning were elected by unanimous consent.

The 20223/24 Board members are as follows: Pam Larsen, Charley Killinger, Eric Smallwood, Kim Gunning, and Brad Bergquist.

Pam thanked Elizabeth Hutchinson for her time on the Board.

ADJOURNMENT

With no further business the meeting was adjourned at 11:40 a.m.

Respectfully Submitted,

Chuck Williamson
Recording Secretary


DRAFT

Rishara Adams 4046

BLUFF CONDOMINIUM ASSOCIATION
ANNUAL MEETING

July 8, 2023
10:00 A.M.

SIGN-IN

NAME	UNIT #
	4041
Pam Killigan	4125
Pam Anson	4023
Charles Killigan	4125
Mc Turner Laguna	4111
EDDIE HART/EILEEN ENSTROM	4038
Eric Stralwood	4093
Bill WATKINS	4098
Ben & Rhonda Jennings	4127
BEAD BERGQUIST	4127
Laura & Eric Anderson	4048
Jill Peay	4009
Dane Conner	4114
Amira Northwood	4134
A. Metcal	4099 / 4100
Greg & Linda Zinter	4131
Kathleen Mardian	4109
Stephanee Crosscup	4132
Sally Robinson	4024
Paul & Charlotte Reed	4006
Cynthia Webber	4117
Toria Holdt	4002

Attendee Report

Report Generated:

Topic
Bluff Condominium Association Annual Meeting

Host Details

Attended

Yes

Panelist Details

Attended

Yes

Attendee Details

Attended

Yes

No

No

No

Yes

Yes

Yes

Yes

Yes

Other Attended

User Name

8/11/2023 8:10

Webinar ID
814 5103 3787

User Name (Original Name)
 Chuck Williamson

Email
 chuckw@elkhornisunvalley.com

User Name (Original Name)
 Kim Gunning

Email
 Gunning.kimmie@gmail.com

Actual Start Time
 7/8/2023 8:59

Actual Duration (minutes)
 208

Join Time
 7/8/2023 8:59

Join Time
 7/8/2023 11:48

Is Guest
 No

Country/Region Name
 United States

Is Guest
 Yes

Country/Region Name
 Canada

Unique Viewers
 6

Total Users
 9

Max Concurrent Views
 7

Unit Number

4130

Boecker

Dick

Zinter

Mist

Gunning

Sporer

Anderson

Suzy

Chris

Join Time

7/8/2023 10:21

Leave Time

7/8/2023 10:16

Time In Session (minutes)

5

Join Time

7/8/2023 9:52

Leave Time

7/8/2023 11:38

Time In Session

106

Join Time

7/8/2023 9:52

Leave Time

7/8/2023 11:48

Time In Session

117

Join Time

7/8/2023 9:54

Leave Time

7/8/2023 11:43

Time In Session

109

Join Time

7/8/2023 9:56

Leave Time

7/8/2023 11:38

Time In Session

101

Join Time

7/8/2023 9:58

Leave Time

7/8/2023 11:38

Time In Session

101

Join Time

7/8/2023 10:21

Leave Time

7/8/2023 11:37

Time In Session

77