

**BLUFF CONDOMINIUM ASSOCIATION
BOARD OF DIRECTORS MEETING
MARCH 8, 2024**

MINUTES

PRESENT: Pam Larsen – President
Kim Gunning – Vice President - Zoom
Eric Smallwood – Secretary - Zoom
Charley Killinger – Director - Zoom

OWNERS: (7 Owners - See Listing)

OTHERS:
Sharon & Chuck Williamson

NOT PRESENT: Brad Bergquist was not available.

CALL TO ORDER

Pam called the meeting to order at 3:05 p.m.

ESTABLISH A QUORUM

A quorum was established with 4 directors present in person or by Zoom conference call. Brad Bergquist was out of the country and not available.

REVIEW AND APPROVE 01-12-24 and 01-26-24 MEETING MINUTES

The prior meeting minutes were sent to all Board members for review. Pam asked if there were any changes, additions, or corrections to the January 12, 2024 meeting minutes. There being none,

MOTION: Charley moved to approve the January 12, 2024 minutes as presented, Eric seconded, and motion carried unanimously.

Pam asked if there were any changes, additions, or corrections to the minutes for January 26, 2024, special board meeting. There being none, ***MOTION: Eric moved to approve the January 26, 2024 minutes as presented, Charley seconded, and motion carried unanimously.***

OWNER COMMENTS

No owner comments were received at this time.

FINANCIAL REVIEW

Review Financial Statements

Balance Sheet – Chuck reported cash balances as of February 29, 2024 as follows:

Checking:	\$209,796.37
Capital Reserve:	\$ 41,541.71
T-Bills:	\$148,009.38
Accounts Receivable:	\$ 4,650.72

Chuck reported that the Operational account owes the Capital account \$124,359.00. He explained that he previously stated that the money would be transferred, and the accounts balanced to zero; however, this was not done because of the pending building renovations. Payments to vendors will be made out of the operational account as a capital expense. A transfer will not be necessary as funds are expended from the operational account for the building renovations.

Profit & Loss Statement – Chuck reported that Revenues were tracking as anticipated and the excess income shown was a result of an insurance payment received, however, there is a

corresponding insurance loss expense in excess of the income received. Total Administrative expenses less the unbudgeted insurance loss indicates that the overall administrative expenses are slightly over budget due to the expected insurance expense. Common area expenses are approximately \$40,000 under budget projections. Landscaping expense is over by approximately \$4,700 while the pool/hot tub expenses are under budget projections by approximately \$5,300. He explained that the overall financial condition of the Association is starting to show significant improvement.

OLD BUSINESS

Maintenance

Parking & Driveway Repairs & Seal Coat – Pending/Issues – Chuck explained that with the building renovation planned to begin as soon as possible, it may be necessary to delay the seal coating. It is unknown at this time if the seal coat project can work around the building renovation project with required material storage and large vehicle access. Chuck stated it may be necessary to push the seal coat project into late summer or early fall. Management will keep the owners informed.

Light Post – Repair – Between 13 & 15 – Pending – This repair will be done when the snow melts and warmer overnight temperatures are consistent. Chuck was asked to talk to the snow removal company about paying the repair expense.

Heat Tape Repair – Building 13 – The heat tape across the driveway entrance to the garage has failed and needs repair. Temporary measures will be taken to keep the drain clear of ice until a proper repair can be made.

BBQ Removal Requirement – Chuck reported that on April 1, owners and residents must remove BBQs from their decks. Chuck explained that Management may need to move BBQs into the condominiums for those owners who will not be able to meet the April 1st deadline. Management will not dispose of the BBQs without the owner's approval. Kim asked about owners with a garage being able to store their BBQs in the garage space for the unit. At this time storage of BBQs in the garage space would not be permitted. Owners present expressed concern about the risk of storing propane tanks in the garage area and stated this should not be allowed. After discussion, Management was directed to talk to the insurance company about allowing BBQs to be stored in the underground garages and report back to the Board.

Chuck reported on the following:

Landscape Alterations

Request from Building 14 Owners – Tree Addition – Pending – The replanting of a large spruce will be done in the spring.

4134 – Tree Relocation – Pending – A small tree will be relocated in the spring.

4136 – Tree Removal Request – The owner will need to resubmit their request following the revised tree removal and neighbor noticing policy. This matter will be removed from the agenda until the owner reappears in accordance with the tree removal policy and neighbor notification requirements.

Capital Improvement Project

Landscaping Improvement – Building 2 – Status – The trees have been removed and replanting will be scheduled as soon as possible.

Building & Stairwell Renovations – Steve Chappell continues to work on the stairwells and the siding project will be initiated as soon as possible based on contractor availability and weather.

NEW BUSINESS

Dryer Vent Cleaning – Chuck reported that cleaning the dryer vents will be difficult due to the placement of the vents on several condominiums and the access requirements for proper cleaning. Some dryer vents are located under decks and others are located in the roof soffit. Each unit will need to be inspected and the dryer vent location noted prior to cleaning. In addition, many of the owners have used flex pipe for dryer venting which creates a problem for mechanical cleaning without damaging the vent pipe. Management will report back to the Board on their findings.

EXCUTIVE SESSION

None.

ADJOURNMENT

With no further business Pam adjourned the meeting at 3:30 p.m.

Respectfully Submitted,

Chuck Williamson
Recording Secretary