

**BLUFF CONDOMINIUM ASSOCIATION  
ANNUAL MEMBERSHIP MEETING  
JULY 13, 2024**

**MINUTES**

**PRESENT:** Pam Larsen – President  
Charley Killinger  
Brad Bergquist  
Kim Gunning

**OWNERS:** (See Attached Listings)

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

**CALL TO ORDER**

Pam Larsen called the meeting to order at 10:01 a.m.

**ESTABLISH A QUORUM**

A quorum was established with 60.92% represented in person or by proxy.

**WELCOME AND INTRODUCTIONS**

Pam welcomed those attending. Pam reported that she and Charley Killinger would be leaving the Board. She thanked those present and expressed she was grateful for the opportunity to serve as President. As she leaves the Board she is confident in the knowledge that the new management will do a great job for the owners going forward.

**APPROVAL OF THE JULY 8, 2024, ANNUAL MEETING MINUTES**

The July 8, 2024, meeting minutes were sent to all owners prior to the meeting. With no corrections or additions,

***MOTION: Charley moved to approve the minutes as presented, Jane Connor seconded, and motion was unanimously approved.***

**FINANCIAL REVIEW**

***Balance Sheet*** – Chuck reported the following cash balances:

Operational Checking - \$217,868.37  
Capital Reserve – \$193,959.50  
Account Receivable – \$15,005.26

He stated that the operations account needs to be adjusted to reflect that operations owes capital reserves \$124,359. Capital revenues have been deposited into operations which have not yet been transferred. It is anticipated the capital funds in operations would likely be expended on the current building renovations. This will be adjusted when the building renovation project is complete.

***Income Statement Review*** – Chuck expressed his concerns that Insurance premiums are expected to increase again in the coming year. It is anticipated that the increase will be at minimum 5% higher. Landscaping expenses will be slightly higher due to labor increases. An Owner expressed concern that the landscaping could be better maintained. Chuck stated that this would be reviewed and the cost analyzed for increasing services for Board consideration.

Chuck reported that the proposed budget for 2024/25 indicates an operating deficit of -\$30,995. He asked that the Board not increase dues in the coming year to cover the budget shortfall. The reasoning being that the owners have been recently special assessed for building renovations and he wanted to update the capital reserve budget to determine if any portion of the current capital reserve collections could be allocated towards operations. He informed the owners that it is very likely that the dues may increase by as much as 10% in 2025/26 to balance the budget due to inflationary impact over the past 3 years. He expressed caution in that a line item special assessment for snow removal is always possible should the costs exceed the budget by a significant amount which is determined by the Board on an as needed basis.

**OLD BUSINESS**

**Capital Projects:**

***Building Improvements – Siding, Stairwells and Painting*** – Chuck reported that the stairwells are complete except for installing non-slip tread material on one remaining stairwell. He explained that not enough material was ordered initially. The siding project will continue until complete. Chuck stated the contractor is only replacing the

siding that is needed at this time. Some siding not replaced may have a slightly deteriorated appearance; however, it has been inspected and found to be in good condition. During the next painting cycle the siding will be inspected and may need to be replaced at that time. The building painting contractor is following behind the siding replacement contractor. It is anticipated that all building will be completed by early fall.

**Landscaping Improvements** – Chuck explained that landscaping improvements will be done as funds become available after the building renovations are complete. The planned landscape improvements for building 2 will be done as soon as possible. He stated that he would like the project reviewed by an arborist to re-evaluate the trees and prepare a master plan for tree removal. Owners requested that they be contacted prior to removing trees near their buildings. Chuck stated this would be done.

## **NEW BUSINESS**

**Renters with Pets** – It was requested that management review and revisit the “No Pets” policy for short-term rental tenants. Owners against such a policy expressed concern that many of the issues associated with pets are not just tenants but unit owners as well.

**Long Term Parking** – Management was asked to review the need and locations for long term parked vehicles. Owner expressed concern about snow removal and the excessive amount of space a long term parked vehicle utilizes when snow piles up around cars which becomes difficult to remove. Chuck stated that he would include this on a Board meeting agenda for discussion.

**Barbecue Removal** – Chuck reported that management is aware of two remaining barbecues. One will be removed when the owner is in the area and the other will need to be treated as a rules violation and the owner fined for non-compliance.

**Dryer Vent Cleaning** – Management was asked about the status on dryer vent cleaning throughout the Bluff. Chuck reported that management had not yet had the time to go through all units and locate dryer vents and access locations. Management will keep the owners informed when the mapping is complete. Concern was expressed that this presents a fire hazard which the Owners should be made aware.

**Short Term Rental Fees** – Those present expressed that short term rental impact on amenities and services should be reviewed for additional fees by the Bluff. SVEA is currently reviewing the modification of their fee structure which may result in a higher usage impact on the Bluff Amenities as owners rent their units with no SVEA amenity access. The Board will review this suggestion.

## **ELECTION OF DIRECTORS**

Chuck expressed his appreciation to Pam and Charley who have served the Bluff membership in their role as directors, which can at times be a very thankless task. Owners present expressed their appreciation as well. Chuck reported that the following owners have volunteered to serve a two year term as a Bluff Board Member:

Eric Smallwood – Incumbent – Unit  
Anita Northwood – Owner – Unit  
Scott Cantor – Owner – Unit

Nominations from the floor were requested. Susan Mcgee nominated the three owners volunteering to serve for a two-year term, Stephanie Grosscup seconded, and nomination was unanimously approved. With no other nominations, ***MOTION: Jane Connor moved to close nominations, Stephanie Grosscup seconded, and motion passes unanimously.***

The nominees were elected by unanimous consent.

## **ADJOURNMENT**

With no further business the meeting was adjourned at 11:15 a.m.

Respectfully Submitted,

Chuck Williamson  
Recording Secretary