

**Bluff Condominium Association  
Board of Directors Meeting  
June 10, 2024**

**MINUTES**

**PRESENT:** Pam Larsen – President – Present      **OWNERS:** Ed Hart - Zoom  
Kim Gunning – Vice President - Zoom      Anita Northwood - Present  
Eric Smallwood – Secretary - Zoom  
Brad Bergquist – Treasurer - Zoom      **MANAGERS:** Sharon Williamson  
Charley Killinger – Zoom      Chuck Williamson

**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 in person or by Zoom.

**REVIEW AND APPROVE THE 3/8/2024 MEETING MINUTES**

The minutes from the March 8, 2024, Board of Directors meeting was sent to all Board members for review prior to the meeting. With no corrections or additions, ***MOTION: Charley Killinger moved to approve the minutes as presented, Eric Smallwood seconded, and the motion passed unanimously.***

**OWNER COMMENTS**

None

**FINANCIAL REVIEW**

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

Checking Account – Idaho First Bank:	\$304,929.75
Capital Reserve – Idaho First Bank:	\$193,357.24
Accounts Receivable:	\$ 78,181.51

Chuck reported that the reconciled Operational and Capital Reserve cash balances as of June 8, 2024, are as follows:

Operational Account + Receivables:	\$125,313.66
Capital Reserve Balance:	\$451,154.84

**REVIEW AND APPROVE THE 2024/25 OPERATIONAL AND CAPITAL BUDGETS**

The proposed 2024/25 Operational and Capital Budgets and Assumption were sent to all Directors for review prior to the meeting. Chuck reported that the only significant changes in the Operational Budget from the prior year are Insurance, which is up \$7,342, Insurance losses is being budgeted at \$5,000, Landscaping is up \$2,000 and pool expenses have been reduced by \$2,000. It is anticipated that net income in 2023/24 will total \$23,492. Capital Expenses for the building renovations will carry over into the new fiscal year. The stairwell renovations will be over budget due to the non-slip material installation at a higher-than-expected cost; however, the material is very durable and should protect the stair treads for many years.

The proposed 2024/25 Operational budget indicates a yearend deficit of (-\$44,939). Chuck recommended that no dues increase be proposed in the next fiscal year. It is anticipated with the Operational cash carried forward and the projected 2023/24 Operating budget surplus should be sufficient to cover the projected budget shortfall. He recommended that the owners be notified that a dues increase is likely and can be anticipated in fiscal year 2025/26. The Capital Reserve budget will be reviewed and restated after the building renovations and exterior painting are done. This will allow time to assess the future capital requirements and make a determination on any potential adjustments to the current reserve collections.

After discussion, **MOTION: Eric Smallwood moved to approve the 2024/25 Operational and Capital budgets as proposed without a dues increase, Brad Bergquist seconded, and motion was unanimously approved.**

## **OLD BUSINESS**

### **CAPITAL IMPROVEMENT PROJECTS**

**Parking & Driveway Repairs and Sealcoat** – Chuck reported that this will be done in the fall after the building renovations and painting are complete.

**Stairwell Renovations** – This project is nearly complete. Non-slip material will be ordered for the last stairwell and installed when received.

**Building Renovations** – The building renovations will continue into the summer months until all the buildings are done. Pam noted that the workers are doing a really nice job. Chuck reported that Steve Chappell is working hard to stay within budget. Some of the exterior siding which may have a small amount of cupping will not be replaced until the next paint cycle. Funds will be budgeted for a modest amount of siding repairs and replacement as needed at the time.

### **LANDSCAPE ALTERATIONS**

**Request from Building 14 Owners** – Tree Addition – This project is complete.

**4136 – Tree Removal Request** – This matter will be removed from the agenda until such time as the owner submits a request in accordance with the tree removal and noticing requirements of the Association.

**4134 – Tree Relocation** – This matter is pending.

**Building 2 Landscape Renovation** – Sharon reported that the large aspen in front of building 2 was intended to be removed as part of the improvement plan. The ribbon used to identify the tree for removal was removed by someone just before the other trees around the building were taken down. Chuck reported that Sharon is working with the City for an expedited tree removal approval. After the tree is removed the landscapers will work on the landscape improvement plan for this area.

### **MAINTENANCE**

**Gas/Wood/Charcoal BBQ Removal** – Chuck reported that all but two gas and charcoal barbecues have been removed. One of the owners has indicated they will remove their barbecue when they visit the area in July. The other owner has not communicated their intent and will be subject to the Association violation enforcement procedures. The insurance agent was asked if storing barbecues in the garage is permitted and the agent has not yet responded.

**Dryer vent Cleaning** – Management reported that the vent locations have not yet been documented. The Board and owners will be kept informed as progress is made.

**Light Post Repair** – The light post pushed over during the winter was repaired and restored to operational status.

### **NEW BUSINESS**

**Pending Lawsuit – Barrayo – Status:** Chuck reported that he and Pam were deposed the week before. Chuck's deposition lasted 3.5 hours and Pam was deposed for 4+ hours. This matter will likely be settled by the insurance company. The Board will be kept informed on any progress made.

**Board Members** – Chuck stated that the Board will need to fill two vacancies in the coming year. He asked those present if they knew anyone with the following skillsets that might serve on the Board: Attorney, Landscape Designer or Architect, Construction, Accounting, etc. Chuck stated that the Board could use individuals with these skills and knowledge as the Association continues to move ahead in its effort to improve the project. Chuck stated that it is important the people serving on the Board are not trying to get on the Board for any personal gain or issue they want resolved. Chuck will reach out to owners who have

shown an interest in all Board activities or a professional in a field that can benefit all the owners with their expertise.

**Building Alteration Request – Larsen – Unit 4023** – Pam Larsen requested permission to increase their condominium size with the Bluff Association approved “bump out” standard plan. She will be submitting the plans when finalized by the engineer. Chuck suggested that the approval could be obtained by email vote of the Directors and that she may want to get the City approval prior to submitting her plan for Association approval. All present agreed.

**Capital Project Suggestions** – Kim Gunning suggested that as the Bluff prepares to update the Capital Reserve plan that Board members consider submitting recommendations for capital improvements that could be incorporated in the Capital Reserve budget. All present agreed.

#### **ADJOURNMENT**

With no further business, ***MOTION: Charley moved to adjourn the meeting, Brad seconded, and the meeting was adjourned at 4:00 p.m.***

Respectfully Submitted,

Chuck Williamson  
Recording Secretary