

**BLUFF CONDOMINIUM ASSOCIATION  
BOARD OF DIRECTORS MEETING  
JANUARY 26, 2024**

**MINUTES**

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

**OWNERS:** See Attached Listings

**OTHERS:** Sharon & Chuck Williamson  
Managers

**CALL TO ORDER**

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

**ESTABLISH A QUORUM**

A quorum was established with five (5) directors present in person or by Zoom.

**SPECIAL MEETING ISSUES**

***Building Renovation Plan - Capital Improvement Projects – Excerpt from 1-12-24***

*Building Renovation Completion Costs – Management prepared a cost breakdown to complete the renovations on the remaining buildings not yet done. Chuck reviewed the job cost projection summary and explained that at an average cost of approximately \$2,500 per unit the building renovations could be completed. The advantages of completing the building renovation project this year include less overall cost, contractor workmanship consistency, eliminates piecemeal approach with continuous annual construction, and allows the Association the ability to prepare a capital reserve plan that minimizes future special assessments. Landscaping renovation plans will be revised, reviewed and completed as planned over the next few years. Chuck explained that while landscaping renovation is important, the building preservation and enhancement must be the priority before additional weathering and damage occurs to the structures leading to more costly repairs. Board members expressed that owners should be made aware that the Board is considering completing the project next summer. Owner input should be sought as to how the Association should fund the project. Options for bank financing, credit card use, and special assessment were discussed for raising the \$257,570 management projects would be needed to complete the renovation project. After discussion, Board members directed that management contact the owners and inform them that a special meeting will be held on January 26, 2024, at 3:00 p.m. at the Harker Center for the purpose of discussing and potentially approving the building renovation and funding plan proposed by management. Management was instructed to solicit feedback from owners on funding options as discussed prior to the meeting.*

Pursuant to the Board directive a special meeting was held to review the proposed building renovation plan and funding options.

Chuck reviewed the renovation completion plan with those in attendance as outlined above. He expressed that management had received overwhelmingly positive support from the owners with a desire to complete the project as soon as possible. Comments received from owners indicated their preference was to pay the assessment all at once or spread over 3 to 4 months. Chuck expressed he would be recommending Board approval for spreading the special assessment over three (3) months starting in March after a 30-day notice period. He explained that no discount could be given for early payment because management would not have enough time to invest the funds in Treasuries to make up the discount given. He reported the funds from the special assessment totaling \$255,000 will be combined with existing capital reserve collections of approximately \$275,000 to complete the renovation project. The anticipated total cost of the project will be \$532,570.

Owners asked about the extent of the project and what is included. Chuck explained that the project includes the following: Exterior Siding replacement as necessary; Chimney Chase siding replacement and repairs; Exterior Painting; and Stairwell repairs.

When asked about the construction timing and whether the project could be completed over the spring and summer months, he explained that it was dependent on weather; however, if the Sun Valley area continues to have minimal snow an early spring start can be expected, and completion of the project will should not be an issue. The stairwell repairs will continue this winter.

Owners asked if heat tape replacement would be included in the renovations. Chuck stated that this was not part of the project. Heat tape repairs will be done on an as needed basis under the maintenance portion of the budget.

After considerable discussion, ***MOTION: Brad Bergquist moved to approve the renovation completion plan as proposed by management, and a special assessment totaling \$255,000 spread over three (3) months beginning in March 2024, Charley seconded, and motion carried unanimously.***

#### **Barbecue Removal Plan:**

Those present discussed the letter from the City of Sun Valley and the Bluff Association plan to remove every natural gas, propane and charcoal barbecues and smoker from the deck areas. Chuck explained this action is primarily driven by the insurance company as a requirement for Bluff to maintain its insurance coverage.

Chuck reported that electric barbecues were permitted, which could be an acceptable option. When asked if he believed that electric barbecues would continue to be permitted, he expressed that while he could not be sure, both the City and the insurance Carrier have stated electric barbecues would be allowed. It is anticipated that this barbecue exception will continue to remain in place for the foreseeable future.

Mr. Leeow questioned the ability to use a camp barbecue with small propane bottles (less than 1lb) which is allowed according to the letter issues by Sun Valley. Chuck explained that his understanding was that any barbecue with a flame burner or combustible fuel source would not be permitted. The use of camp barbecues with 1lb fuel bottles allowed by the City will need to be clarified with the insurance carrier.

Chuck stated that while owners have been given until April 1, 2024 to remove the barbecues from their decks, the use of natural gas, propane and charcoal barbecues and smokers is not allowed.

Owners were informed that Ceaser, with E&C Electric, is willing to take all barbecues for his families in need charity. The Association is considering a one-day pickup where owners can place their barbecues out in the parking area and Ceaser will pick up the barbecues from the property for his charity. Management was asked to provide Ceaser's contact information.

#### **ADJOURNMENT**

With no further business, ***MOTION: Eric moved to adjourn the meeting, Charley seconded, and the motion carried unanimously.*** The meeting was adjourned at 4:05 p.m.

Respectfully Submitted,

Chuck Williamson  
Recording Secretary