

**BLUFF CONDOMINIUM ASSOCIATION
BOARD OF DIRECTORS MEETING
JANUARY 12, 2024**

MINUTES

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

OWNERS: See Attached Listing

OTHERS: Sharon & Chuck Williamson
Managers

CALL TO ORDER

Pam called the meeting to order at 3:00 p.m.

ESTABLISH A QUORUM

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

REVIEW AND APPROVE 11-1-23 and 11-15-23 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 November 1, 2023, minutes. There being none, **MOTION: Charley moved to approve the November 1, 2023, minutes as presented, Kim seconded, and motion carried unanimously.**

Pam asked if there were any changes, additions, or corrections to the minutes for November 15, 2023, special board meeting. There being none, **MOTION: Charley moved to approve the November 1, 2023, minutes as presented, Kim seconded, and motion carried unanimously.**

OWNER COMMENTS

None

FINANCIAL REVIEW

Review Financial Statement

Balance Sheet - Chuck reviewed the balance sheet and reported the following: The cash balances as of December 31, 2023, was reported as follows:

Checking: \$251,727.42
Cap. Reserve: \$41,453.93
Treasury Bills: \$148,009.38
Accounts Receivable: \$63,299.77

He reported the “Due from Operating” account has a balance of \$124,359.00. and when these funds are taken into consideration the operational cash balance should total approximately \$127,368.42 and the capital reserve cash balance would be \$313,822.31. The Due from Operating account will be zeroed and cash balances adjusted on the February statements reflective of building 13 repairs having now been completed. Chuck stated the accounts receivable as of 01-01-2024 are \$63,299.77.

Profit & Loss Statement – Management reported the “Other Revenue” consisting of \$14,592.22 represents an insurance loss payment for a unit fire which occurred in the prior fiscal year. The “Insurance Losses” expense totaling \$55,825.74 represents the amount received from insurance and paid to reimburse the unit owner for the fire loss.

Legal Expenses to date total \$6,247.66. This expense was for the Boyarro slip and fall case which was necessary to reverse the default judgement issued on the Bluff. Electricity expenses totaling \$3,852.79 are lower than anticipated, which may be a budgeting issue; however, action was taken to delay turning on heat tape until it was required as dictated by outside temperatures. Gutter cleaning was less than expected at \$4,675.00 using an alternate contractor.

Total Common Area actual expenses of \$48,633.30 are substantially under the anticipated budget of \$80,137.36 as of December 31, 2023.

Chuck explained the total operational expenses as of December 31, 2023, are \$199,588.68. If the Insurance Losses of \$55,825.74 from the prior fiscal year, and the unexpected legal costs of \$6,247.66 were removed from total expenses, the Association would be approximately \$35,800 under budget for the year.

Board members asked about dryer vent cleaning as an Association requirement done on a periodic basis and paid for by the individual owner. Those present favored the idea as a fire prevention measure for resident safety. Board members agreed to add this matter to the next meeting agenda.

After discussion, ***MOTION: Brad moved to approve the financial statements as presented, Eric seconded, and motion carried unanimously.***

OLD BUSINESS

Chuck Reported on the following Maintenance, Landscape Alterations and Capital Improvement Projects:

Maintenance – Status

1. Roof Leaks – 4139 Grout and Windowsill – Completed.
2. Glass Replacement – 4009, 4029 and 4047 – Completed.
3. Parking and Driveway Repairs and Sealcoating – This project has been rescheduled for the spring of 2024.
4. Stairwell Renovations – Buildings 7, 9 & 13 – The stairwell structural repairs have been completed on these buildings. The non-slip stairwell treads purchased require adhesive to secure to the tread surface. Using the manufacturers recommended adhesive product, the outside temperature needs to be 65 degrees. This will be done in the summer months.

Landscape Alterations

1. Landscape Installation Request Building 14 – Tree Addition – Pending
2. 4134 - Tree Relocation – Pending
3. 4136 – Tree Removal Request – Tabled
 - a. Pursuant to Board request, management reviewed and prepared for Board approval updated tree removal Policies and Procedures for tree management in the common area of the Association. Chuck explained that the policy and procedures clarify when the Association will remove trees and the noticing procedures to be followed. Those present reviewed the recommended changes to the Rules and Regulations Section 6.1 and the Landscaping, Tree Removal and Replacement Policy (*See Attached*). After discussion, ***MOTION: Eric moved to approve the proposed changes to the Rules and Regulations Section 6.1 and the Landscaping, Tree Removal and Replacement Policy presented, Kim seconded, and motion carried unanimously.***

Capital Improvement Projects

1. *Building 13 Status* – Building renovations are complete.
2. *Landscape Improvement – Building 2* – The tree removal has been done. The replanting will be completed in the spring/summer.
3. *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.

NEW BUSINESS

Farmers Insurance Renewal – Chuck requested that the Board formally approve the renewal of the Farmers Insurance policy with the understanding that gas and coal fired BBQ's and smokers will not be permitted on the unit decks. After discussion, ***MOTION: Kim moved to approve the renewal of the Farmers Hazard and Liability Insurance Policies for 2023/24, Charley seconded, and motion carried unanimously.***

Barbecue Removal Plan: Management presented the following barbecue removal plan for Board consideration:

- 1) Owners will be notified immediately that the use of propane barbecues, natural gas barbecues, charcoal barbecues and smokers are not permitted. Owners violating this policy will be subject to violation enforcement and fines. Owners are responsible for the actions of their guests and tenants. Notification will be by email and posting on unit doors.
- 2) All propane, natural gas and charcoal barbecues and smokers must be removed from decks no later than April 1, 2024.
- 3) After April 1, 2024, all barbecues and smokers must be removed from the deck and stored within the condominium or discarded. For owners who have a storage locker located in a garage space, the barbecue must be stored within the locker and not outside the locker or in a parking space.
- 4) After April 1, 2024, all barbecues will be removed from decks and disposed of by the Association at the owner's expense.
- 5) Owners may use and store on their decks an electric barbecue. If you have an electric barbecue or if you purchase an electric barbecue, it must be registered with the Bluff Association. Please inform management to have your electric barbecue inspected and documented for approved use.

Chuck reported that management has reached out to charitable groups such as Building Thrift, Barkin Basement, Gold Mine, etc. They do not want a large number of barbecues. Owners might approach them individually. Building Thrift owner stated they only wanted barbecues in like new condition and won't accept a large number. Building Thrift indicated that Bluff is the second association group making this donation request. Management will continue to pursue disposal options and report their finding to the owners.

After discussion, ***MOTION: Kim moved to approve management's recommendation for the barbecue notice and removal plan, Brad seconded, and motion carried with four (1) directors in favor and Charley Killinger abstaining.***

Note: Zoom Call Interruption – The Zoom meeting call experienced technical difficulties at this point during the meeting. The meeting was essentially concluded. Attempts to re-establish the Zoom connection with the owners participating in the meeting were not made. Board members were re-connected to the meeting via conference phone calling.

Annual Meeting Date – Those present approved July 13, 2024, at 10:00 a.m. at the Harker Center for the Bluff Annual Meeting date.

EXECUTIVE SESSION

Board members discussed the status of pending litigation. *(Boyarro slip and fall lawsuit)*
No action was taken as a result of the Executive Session.

ADJOURNMENT

Pam Larsen adjourned the meeting at 4:23 p.m.

Respectfully Submitted,

Chuck Williamson
Recording Secretary