

BURNT BRIDGE CREST CONDOMINIUMS - BOARD MEETING MINUTES MONDAY, JULY 18, 2016

Attendees: Evan Smith (President), Arlene Larson (Treasurer) Corrina Bosse (Vice President), Olga Gaidamaka (Secretary), Alysia Privrat (Member At Large), Eric Johnson (Key Property Services), Cindy Franke (Construction Committee).

Meeting called to order by President Evan Smith at 4:30PM

FINANCIAL REPORT

- Arlene Larson, Treasurer, reported that there is ~\$51,775 in the construction account. Paid invoices: Millar Construction = \$10,188.02
- Eric Johnson, Key Property Services (KPS) – No report available at this time. Board discussed the amount of money coming in from assessment payments and application towards loan payoff and future construction work on 5729, 5727, 5725. Committee will be created to review financial concerns around residing/reroofing project.

GENERAL MEETING ITEMS

- Resident communication – Board approved distribution of letter from Key Property Services to residents requiring all questions, concerns, etc. around maintenance requests or construction issues to be directed to Eric Johnson at Key Property Services only. Key Property Services will track and respond to all homeowner requests and concerns.
- Unit sales – two units are currently pending sales
- Property Lien – Board agreed to direct Key Property Services to send a notice of impending lien to homeowner currently delinquent on payment of fine. Outstanding balance (including currently accruing fine amount) will be sent to collection after 90 days of filing of lien.
- Sprinklers – Board approved bid of \$2,269.60 from our current landscaping company, ValleyScapes, to fix existing sprinkler system throughout complex. We are awaiting bid from ValleyScapes to consider adding new sprinkler system to front central yard.
- Landscaping - Eric will contact ValleyScapes to review landscaping contract and assure agreement on areas of landscaping responsibilities between company and residents. More to follow.
- Community Work Party -
BCCCondo residents owe a big THANK YOU to the following residents for their service to our community at the work party last Saturday.
We had nineteen (19) residents (representing sixteen (16) units) volunteer their time and labor Saturday. That is less than one half of the number of units in our complex (38).

THANK YOU:

5717 - Maureen, CheraLynn, Arlene; 5719 - Wes, Tom/Ann; 5721 - Chris, Adam/Jessica, Stan, Lori; 5723 - Todd, Kay; 5725 - Evan/Jason, Cindy; 5727 – Olga; 5729 - Max/Cliff, Corinna.

Today we:

- moved a LOT of materials and trash and quickly filled the dumpster,
- did a lot of spot/touchup painting,
- painted the pool house,
- pressure-washed the speed bumps and foundation wall on 5723F to prep for painting,
- organized some of the construction materials,
- assembled a small storage shed and moved all of the construction materials out of basement into the shed,
- cleaned up construction litter around bldgs 5717, 5719, 5721, 5723, and clubhouse,
- had lunch prepared for hungry workers.

We still have to paint the speed bumps and a foundation wall, and remove rust and paint new railings. Jonathan will help us build a protective structure around our construction materials by the clubhouse sometime in the near future.

Thank you to all who contributed to the betterment of our community. We are very appreciative that there are residents willing to take time from their busy schedules to help out their neighbors.

We will consider another work party this fall to attend to completion of above items, and possibly to spread bark around the complex. More to follow.

CONSTRUCTION PROJECT UPDATE

- Unfinished:
 - Chimney caps on 5729
 - Railings on 5719A, 5729A, 5729F
 - Blocking in carport – 5725A/B
 - Roof leak repair 5725
 - Comcast tie up of cables onto buildings
 - Final County inspection on 5717, 5719, 5721, 5723
 - Siding cover up of “mock” siding on lower wall of clubhouse
 - Build shelter over construction materials near clubhouse
- Contractor - Our siding contractor, Shelter Building and Design (Jonathan) will be asked to cease all homeowner side projects until BBCC contracted work is completed. Homeowners are asked to postpone their projects or seek other resources until condo contracted work has been completed.
- Painting:
 - Painters will paint wing wall caps on 5719A this Wednesday
 - Painters are painting bldg. 5725 and will move on to 5727 within next two weeks.

OTHER ITEMS

- Roof Cleaning – Key is awaiting bid returns for cleaning of roofs on bldgs. 5725 and 5727. The board asked Eric to pursue bids for repair of roof on 5725 at the same time.
- Exterior Lights – Cindy received board approval to purchase several bulbs for new exterior light fixtures to have on hand. These are a more difficult to find type of bulb.

- Rodents – Recent construction activity has stirred up many rodents around the complex again. Key Property was directed to ask Bug-A-Boo to step up their rodent control activities.
- Dog Feces - There have been multiple reports from homeowners reporting loose dogs and unclaimed dog feces around the complex. Identified homeowners will be sent a notification of violation of the BBCC ByLaws/Rules with subsequent fines of \$50 per occurrence after notification.
- Pool – Due to frequent violations of pool rules by some homeowners the board discussed changing the pool lock and reissuing keys to residents who read and sign acknowledgement of the swimming pool rules AND sign up for some maintenance of the pool area. More to follow.
- Clubhouse - The clubhouse is not being cleaned up after usage by many homeowners. The board approved changing the locks, again, and going back to our former reservation process for clubhouse usage. Key Property has an electronic calendar that we will utilize to schedule clubhouse usage by residents. More to follow.
- Pool House – The board looked at a model of a TUFF SHED to replace the old pool pump house and provide more space to store pool equipment and furniture over the winter. We would have to enlarge the concrete pad and work around gas and electric. Approximate cost of shed (\$6,500) includes assembly, delivery, and placement of shed. Guaranteed for 10 years. Evan to meet with TUFF SHED representative to do onsite evaluation for more information.
- Upper Deck Doors – Board discussed variance in two-bedroom upper deck doors' appearance. Board moved, seconded, and voted approval to require application of consistent color: Kanga (new accent color - grayish) to all upper deck doors of two-bedroom units. Residents will be responsible to paint their unit; paint will be provided.
- Assessment Relief Request – The board denied request by a homeowner to allow rolling assessment to potential new owners to facilitate sale of condo.

Next board meeting: September 12, 2016, 4:00pm

Meeting adjourned at 6:05pm

Thank you,
The BBC Board of Directors
July 18, 2016