

BURNT BRIDGE CREST BOARD

PROJECT MEETING MINUTES: As Corrected by Cindy Franke on March 2, 2016

Monday, February 29, 2016

Attending: Evan Smith, Arlene Larson, Teri Steel, Mary Rogers, Toni Luna, and Cindy Franke

Absent: none

Meeting called to order at 5:36pm

TREASURERS FINANCIAL REPORT & RESERVE ACCT.

The treasurer submitted the latest financial report from Key Properties and reviewed the balance of the construction account. The board discussed setting aside a reserve amount in the construction reserve account to cover loan payments if incoming monies don't cover payments. A motion was made, seconded, and passed that the treasurer will write a check for \$28,500 to be set-aside in the construction reserve account as a contingency fund to cover future loan payments.

CONSTRUCTION – Cindy Franke

1. Construction Status:

- a. Millar: work continues on completing railing installations on 5721, 5723, and 5725B. Millar is currently in dispute with his subcontractor which is resulting in some delays. Work is expected to be completed within the next couple of weeks.
- b. Shelter: siding is completed on east side and back of 5729 up to unit 5729F (approximately 80% of contracted work complete)
- c. CC&L Roofing: roofing on 5729 will begin next week. Update on skylight pricing is forthcoming and will be presented to 5729 homeowners desiring skylights. Roofers will also research potential problem with air gap pipe on unit 5723C.
- d. Windy River: letter from 5723-D regarding damage to shed was sent to Steve Mason (Windy River) for response. No resolution from Windy River is anticipated. Homeowner will have to further pursue this directly with Windy River if they desire.
- e. Painting: board discussed advantages of painting the other two completed buildings now vs. saving the painting costs now and applying the funds to continuing siding on more units. Item has been tabled to continue to assess before decision.
- f. Cleanup: there are a few things left to do but the majority of the debris has been removed. Kudos to Cindy.
- g. Permits: permits on envelopes of buildings (siding/roofing) expire on July 8, 2016. Permits on rot repair of carports expire on Aug 11, 2016. We will call for final inspection on buildings 5717, 5719, 5721, and 5723 upon completion of railing work and miscellaneous details (wing wall caps and railings on 5719A). Permits for 5729, 5725, and 5727 will be extended.
- h. Homeowner request was submitted for consideration of assistance from board (as "finders fee" for Shelter Bldg & Design) to pay for rear deck cost of: \$1,717.06. Board discussed and denied request.
- i. Landscaping: foundational landscaping (trees, shrubs, bushes planted as original landscaping) will be replaced as necessary as result of construction damage.. Homeowner-planted flowers, small plants, etc. not moved or protected during construction that were damaged will not be replaced by the HOA. Replacement is at homeowner's expense.

GENERAL MEETING TOPIC

1. CC&L Roofing has asked the HOA Board to assist them in collecting payment for replacement of skylights on a unit. The homeowner has not responded to repeated requests for payment. The board discussed and agreed that no homeowner will be extended credit from the HOA or construction contractors for work performed at homeowners' requests. All homeowner costs incurred (i.e., decks, windows, skylights) must be paid in advance by homeowner before that work will begin. The board will direct Key Properties to send a notice to the offending homeowner stating that this outstanding bill must be paid within 15 days or a lien will be filed on their property. (Toni will contact Eric at Key)
2. Letter from Unit 5719-D
 - a. Homeowner requested information on where "everyone stands with the cost of construction to date..." The fair share amounts were included in the homeowner notice that went out in early January. Cindy will clarify what the homeowner is asking.

- b. Slope stability study behind 5717/5719: Homeowner reported excessive county requirements around permit request for deck off of back of unit due to slope stability issues behind 5717 and 5719. Cindy will work with the county to gather more information about this and report back.
3. Clubhouse basement bathroom: basement bathroom still needs plumber response and cleanup. Todd Loggan has changed all the lightbulbs in the basement and will attend to bathroom cleanup once plumbing repairs have been made. Teri will follow-up with Key Properties about the repairs and cleanup needed in the basement bathrooms.
4. Newsletter: Cindy is preparing a newsletter to homeowners:
 - a. Pool opening date: May 28, 2016
 - b. Annual meeting date: May 22, 2016 – BBQ at 1pm, Meeting at 3pm
 - c. Dues increase: notice sent out to all homeowners last week of February 2016. Dues increase effective April 1, 2016
 - d. Volunteers needed: Cindy will call for volunteers to fill spots on the board/committees
 - e. Security: Reminding residents to secure and lock their belongings
 - f. Back deck materials from 5717/5719. Regarding remaining deck materials from pre-construction
 - g. Argon testing information
 - h. Pet responsibilities – poop/leashes
 - i. Yard sales - not
5. Notice to Homeowners:
 - a. Annual meeting: will include a BBQ prior to the meeting on May 22, 2016
 - b. Carports: reminder that carports are for cars and garbage containers. No household items should be stored in carports.
 - c. Construction/installation of structures around units (i.e. sheds): no outbuildings, sheds, gazebos, add-on structures, fencing, etc. are permitted without board approval. Homeowners must submit plans and drawings with measurements, location, materials, proof of permit application, and other details/photos for board review.
 - d. Dogs: residents are not cleaning up after their dogs and some dogs are not leashed. This is a safety and sanitary/health issue. Up until now, residents have not been cited/fined for these offenses to the Rules and Regulations of the Association. This may need to change if there is not cooperation from homeowners. These rules/guidelines will be more closely monitored and offenders will be fined in accordance with the BBCC By-Laws/Rules, etc.
 - e. Satellite Dishes: per prior and current Board decisions, ALL satellite dishes MUST be located in the rear of homeowners' units. Satellite dishes must be free-standing and MUST NOT be attached to the new siding/trim of the buildings (unless a pre-mounted penetration block has been incorporated into the siding for the purpose of the dish attachment).

OTHER MEETING NOTES: None

Next board meeting scheduled for March 24, 2016 at 4:30 in clubhouse.

Meeting adjourned at 7:29pm

Respectfully Submitted March 3, 2016,

Toni Luna, Secretary