

BURNT BRIDGE CREST CONDOMINIUM: BOARD MEETING MINUTES THURSDAY, JUNE 16, 2016

Attendees: Evan Smith (President), Arlene Larson (Treasurer), Olga Gaidamaka (Secretary), Alysia Privrat, Toni Partington-Luna, Teri Steel, Eric Johnson (Key Property Services), Cindy Franke (Construction Committee), Kay Hust (Homeowner 5723C)

Meeting Called to order by President Evan Smith at 4:38PM [L] [SEP]

FINANCIAL REPORT

- Arlen Larson, Treasurer, reported that there is ~\$19,000 in the construction account. [L] [SEP]
Open invoices: Millar Construction - \$10,188.02, Waste Connections - \$329.25
- Eric Johnson, Key Property Services (KPS) – KPS will transfer \$56,290.94 (reflecting April and May assessment payments plus total assessment from sale of 5723D, and \$1,200 monthly payment from operating account) into construction account.
- Cindy shared that we have outstanding costs for work to date of:
 - ~ \$2,500 – wing wall and chimney caps 5729
 - ~ \$2,000 – Shelter railings rear decks: 5719A, 5729A, 5729F
 - ~ \$31,000 – Lucianos Brothers Painting (5721, 5723, back/sides 5729)
 - ESTIMATED TOTAL: ~ \$35,500

NEW BUSINESS

- Painting [L] [SEP] Cindy presented updated/revised bids from Luciano Brothers Painting for board approval. Board moved, seconded, and voted approval of:
 - Painting buildings 5721, 5723, and back/sides of 5729 (~ \$31,000 from construction account)
 - Painting buildings 5725, 5727, and front/carports of 5729 (~ \$29,000 from operating account)
- Board asked Cindy to work with paint supplier for bulk discount pricing. UPDATE: we are already locked into the best discount pricing for paint.
- Pool [L] [SEP] President: Evan Smith recommended 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. Evan cited repeated violation of the swimming pool rules. He noted: food and drinks and unsupervised children; will lead to loss of our insurance. Pool users are strongly encouraged to do their part to maintain the pool.
- Annual Meeting Minutes [L] [SEP] Board asked Eric to send out the final version of the annual homeowners' meeting minutes to homeowners ASAP.
- Maintenance Issues
 - Sprinklers - [L] [SEP] Cindy met with the new landscapers representative to walk, review, test the sprinkler lines and controllers. There are several broken sprinkler heads and some broken irrigation lines. The landscapers will send out their irrigation specialist to research and provide estimate for repairs. Evan asked that we also obtain estimate to run 1-2 lines into central yard, from existing line around the pool, for addition of sprinklers to center yard. [L] [SEP]

- Water leaks - [SEP] We have new water leaks appearing around the complex; newest – behind 5729A/B [SEP]
- Sewage - [SEP] Cindy shared information on recent sewage backup into unit 5719H's downstairs bathroom. Rescue Rooter responded and cleared blockage downstream from condo. Eric dispatched the landscapers to apply lime to the exposed raw sewage on ground around condo building 5719. [SEP]
- Spring Cleaning – Summer Work Party - [SEP] Board agreed to having a summer work party (with dumpster on property) to attend to minor maintenance issues and allow homeowners to clean house. Evan will meet with Cindy to coordinate a date around painters' schedule.

OLD BUSINESS

- The Board asked Eric to send a letter from KPS to 5723F homeowner regarding unpaid fines. [SEP]
- The Board asked Eric to send a letter to unit 5723B for followup on recent request for board approval to build detached shed behind unit. [SEP]
- Construction Report -
 - We are still trying to get Comcast to bundle all loose cables onto 5729 and miscellaneous other units.
 - We are working on return of some siding materials to supplier for reimbursement.
 - Roofers are done except for cleanup of some debris left on 5729 roof.
 - Shelter Bldg and Design will install wing wall caps and chimney caps on 5729 in the next couple of weeks.
 - We are withholding final payment to Millar Construction until contracted railing work is complete, and deck membrane warranties are delivered to BBCC. Millar also still has cleanup to do at site.
 - Shelter Bldg and Design will submit a bid to complete the last railing work on rear decks on 5719A, 5729A, 5729F.
 - Shelter Bldg and Design will use much of the leftover, unusable materials by clubhouse to build shelter for siding materials.
 - Board discussed railing installation on 5721C upper deck preventing homeowner from reinstalling screen/storm door. Railing cannot be moved/modified. Homeowner will be instructed to research alternatives to original screen/storm door installation.
 - The construction committee's earlier decision to not pay excessive costs of sandblasting railings has led to rust already developing on new railings. Board agreed to tackle railing painting tasks at upcoming summer work party. More to follow.
 - We will call for final inspection on our County permits as soon as railings and painting have been completed.

Next board meeting: July 18, 2016, 4:30pm

Meeting adjourned at 6:20pm

Thank you,
The BBC Board of Directors
June 16, 2016