

BURNT BRIDGE CREST CONDOMINIUMS HOA BOARD

Meeting Minutes

THURSDAY, MARCH 24, 2016

Attending: Evan Smith, Teri Steel, Toni Luna, Mary Rogers, Cindy Franke, Jonathan of Shelter Building & Design

Absent: Arlene Larson

Meeting called to order at 4:35pm

New Business:

1. Request from owner of 5719A for assessment amount due: The board reviewed the costs/prepaid itemized list provided by the owner through Cindy Franke. While the charges listed for materials look in line with the budgeted amounts for a 3-bedroom unit in building 5719, the board has additional questions regarding other charges listed. A letter will be drafted to the owner to request clarification about these other charges. Status: open

2. Annual Homeowner Meeting: Status: open

- Notice to homeowners: the secretary will request that Key Properties assemble a letter packet for the upcoming owners' meeting on May 22.
- Meeting Agenda: to be addressed at May 10th board meeting.
- Board Election/Proxy Notice: see above
- List of Volunteer Opportunities: see above
- Board is also asking Key to include a notice of deadlines and fines for messy carports, unleashed pets, attachments to buildings (satellite dishes), unapproved attachments, etc.

3. Plans for BBQ before annual homeowners meeting: to be discussed at May 10th board meeting. Status: open

4. Request for approval of hot tub addition: A written request and sketch was provided by the owner of 5729A seeking approval for the installation of a hot tub at the ground level of the rear patio/deck. Also, the previously existing privacy fence will be put back into place as re-siding work is completed. The board reviewed and discussed the request. A motion was made to approve this request, it was seconded, and passed. Status: closed

Old/Continuing Business

1. Treasurer: A check for \$28,500 has been written to the construction reserve account as a contingency fund for future loan payments. Status: closed

2. Construction Status report: Status: open & ongoing

-Millar: work continues on completing railing installations on 5721, 5723, and 5725B. Millar is supposed to have the railings done during this sun-snap. Cindy will be pressing him about it. She will talk with the board about imposing fines if the work is not completed promptly.

-CC&L Roofing: roofing on 5729 has begun. Cindy is working with homeowners on any questions or concerns regarding windows and skylights.

-Shelter Building & Design: 5729 - finishing installation of the rear, side and front gutters (except on carports), and decks. There appears to be enough lap siding to re-side the back/sides of 5725 and 5727. Shelter will install wing wall caps on 5719A by end of week of April 4, 2016.

-Board's earlier decision to proceed with re-roofing building 5725: Jonathan discussed the very real problems and considerable cost of proceeding with the new roof without re-siding the sides and back of the building at the same time. The siding has to tie in with the new roof during installation to incorporate the required flashing and weather protection. Either the old siding has to be removed, and flashing, fascia, etc. installed with old siding put back on (not practical), or half of the roof would have to be removed at a future date when the new siding work is done (much cost and also not practical). Cindy will review all costs of incidental materials, labor, and miscellaneous costs inherent in re-siding the back and sides of 5725 to present to board for further consideration.

3. Letter from Unit 5719-D

-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. **Status: Cindy** spoke to the homeowner about the shared cost information sent out to homeowners at the first of the year. This information has been distributed to homeowners on several occasions. Any homeowner wanting to know their balance can contact Eric Johnson at Key Properties.

-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. **Status: Cindy** talked to a Planner in Clark County Community Development about the homeowner's concern about needing engineered plans and soil stability studies, etc. before they can build a small deck off the back of their unit. The Planner assured her that: 1) size and type of deck described does not require permitting, 2) the area in question on the drawings the homeowner saw at the County's office was misinterpreted by the earlier county employee and there are no requirements for soil stability studies or certified engineered drawings for decks or modifications to the buildings there.

4. Other maintenance items:

- 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. **Status:** Plumbing has been repaired in the basement bathrooms. **BBC** resident Todd Loggan is in the process of cleaning up the basement bathrooms. Thank you Todd.
- Cindy talked to Bug-A-Boo and they are still checking and rebaiting the traps for us (rats/mice/rodents). In fact, they were scheduled today (March 28).

5. Status Report on Notice to Homeowners: *Notice Sent*

-Construction/installation of structures around units (i.e. sheds): Have homeowner's submitted plans or removed structures in question? **Status:** Site review needed

-Dogs: residents are not cleaning up after their dogs and some dogs are not leashed. **Status:** this is improving

-Satellite Dishes: per prior and current Board decisions, ALL satellite dishes MUST be located in the rear of homeowners' units. Satellite dishes must be freestanding 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). **Status:** Site review needed. One homeowner has removed their satellite dish from front of unit.

The board asked the secretary to request that Key Properties

- 1) Remind homeowners that their carports need to be cleaned out by April 30, 2016. According to the bylaws, carports are for cars, trash/recycling containers, and not for general storage. Also, reminders about attachments to units and structures built/added without approval by certain deadline and imposition of fines if found in non-compliance.
- 2) Remind homeowners to refrain from feeding animals such as raccoons, cats, rabbits, etc, (except birds) as the food draws rodents and raccoons to make regular visits for these meals. As you know, both raccoons, opossum, rats, and mice will take up residence under decks, in crawl spaces, and other unsealed spaces if there is a regular food source nearby. These animals can be a health and safety concern to domesticated pets and humans.

Next board meeting: Tuesday, May 10, 4:30pm, Clubhouse
Meeting adjourned at 6:45pm