

**BURNT BRIDGE CREST CONDOMINIUMS**  
**November 18, 2016**  
**HOA BOARD MEETING AGENDA**

**Call to Order:** President Evan Smith called meeting to order at 4:12 PM

**Attendees:** Arlene Larson, Corinna Bosse, Evan Smith, Olga Gaidamaka, Cindy Franke, Eric Johnson (Key Property Services [KPS])

**Financial Report:**

- Arlene reported that there is \$29,421 in the construction account. KPS is about to transfer ~\$10,000 for September and ~\$6,800 for October resident payments.
- Eric reported we have approximately \$40,000 in operating reserve account (\$28,500 of that is construction money set aside for backup loan payments).
- Board approved sending a demand letter to resident considerably behind on assessments and dues.

**Old Business:**

- Landscaping:
  - Eric contacted small, local companies for landscaping bids. All American Landscaping and Maintenance presented an affordable monthly bid of \$1,800. The Board voted to change landscapers to All American Landscaping effective January 1, 2017. *Item Closed*
  - Sprinkler work will continue to be tabled until more funds are available to affect repairs. *Item Open*
  - Erosion control planting behind building 5721 – will review area again after upcoming downspout pipe repair and sinkhole repair work is completed. *Item Open*
  - Residents are reminded to not park on grass in center yard. If it continues we'll have to consider reporting for towing. *Item Closed*
- Cleanup behind raccoons under building 5719:
  - KPS has this project on their project list. *Item Open*
- Rodent control:
  - Bug-A-Boo has increased their rodent control management. *Item Closed*
- Clogged dry wells around building 5729:
  - KPS has this project on their project list. *Item Open*
- Water valve handles behind building 5719:
  - Cindy to check on status of repairs to water valve handles at 5719F and 5719H. *Item Open*
- Roof cleaning and repairs on buildings 5725 and 5727:
  - KPS reports all roof repairs on these buildings have been completed. *Item Closed*

- Status of lien on unit of resident with unpaid fine:
  - Attorney representing resident has contacted KPS after receipt of Intent to Lien letter. The board agreed that enough time has passed with no action from resident and voted to proceed with filing the lien. *Item Open*
- Clubhouse reservation and use procedure:
  - Eric will forward a copy of their current scheduling program to the board for customization to BBC. *Item Open*
- Routine Maintenance:
  - Arlene inquired about schedule for routine sewer line maintenance. *Update: Rescue Rooter is scheduled for sewer line maintenance on December 2<sup>nd</sup>.* *Item Closed*
- Trees around the complex:
  - We still need to walk with Esparza Tree Service Arborist to identify danger trees around complex. *Item Open*
- Kaski Electric came out and repaired the yard light at 5727A again. The photocell that they recently installed was bad. *Item Closed*
- Holiday Decorating Contest:
  - **Residents are encouraged to do their best exterior holiday lighting artistry for judging by board members at 4:30 PM on December 17<sup>th</sup>.**
  - **First and second place prizes will be awarded for best decorated units.** *Item Open*
- New Year's Eve Party has been cancelled. Construction around the clubhouse may not be completed by Jan 1<sup>st</sup>. *Item Closed*

### **Construction:**

- Millar Construction is still scheduled to finish repair work on decks 5717A and 5717D when weather allows
- Comcast tied up what cables they could around ground floor level of building 5729. They have to schedule the upper level work with another crew.
- We are still awaiting word from the County on final permit fees for window installations. Jonathan is finishing up the last window change-outs.
- Jonathan (Shelter Building and Design) will be finishing installation of railings on rear decks of 5729A and 5729F very soon.
- Clubhouse residing – *Update: Shelter Building and Design has finished rot repair under the clubhouse deck and begun residing the front of clubhouse.*  
Board approved not reroofing the clubhouse at this time. *Note: Apparently the clubhouse roof is metal and is in very good condition. May not need to be reroofed for many more years.*

### **New Business:**

- A large, very deep sinkhole developed below a broken sprinkler line behind 5721A. The pipe was repaired and the sinkhole has been filled. *Item Closed*
- Residents are reminded that they must get approval from the HOA Board before making any changes/repairs to anything around the exterior of their units. *Item Closed*

- There have been some more reports of unclaimed dog feces around the complex. Identified homeowners will be fined \$50 per occurrence per the BCC ByLaws/Rules. *Item Closed*

**Next meeting:** Friday, January 20, 2017, 4:00 PM

- 2017 budget to be on agenda. Board should review budget proposal before next meeting.

**Adjournment:** President Evan Smith adjourned the meeting at 5:37 PM

***Happy Holidays!***