

**BBC Construction Meeting**

**Board meeting**

**January 21, 2021**

**5PM**

Call to order 5:12pm

In attendance: Alysia Privrat, Kay Hust, Christine Ballard, Betty Belden  
Adna Trnjanin KPS, Pamela Swearingen KPS, and Jonathan Butler-Shelter Building and Design

**ITEMS TO DICUSS**

Scope of work for contractor

Timing of work/restarting

Loan

Modification requests

Alysia shared scope of work originally submitted. Jonathan did not have any questions on the work that is to be done.

The only items not included were signage at the front yard and entrance were the only items contractor voluntarily located. Also referred to as street and the map sign.

The other questions was the electrical changes that wasn't part of the 3 buildings. all three buildings were included, but what's separate is the lighting form the carport – the electrician and the fixtures.

The other items is 5729- added/swapped out wall packs – the end of the buildings lights. Contactor will need to partition out the cost and electrician with Kaski to determine what's included with the three buildings versus the other buildings

The list of items contractor had he shared with the board and it matched the work scope we received at agreement time;

- a. the difference was furnish dec tec membrane but it was not installing, so the price that was provided to owners was for labor not the materials.
- b. The pool house is not on the scope of work but it was always verbally discussed and contractor agrees.
- c. Furnish and install handrail upgrade to architect specs- not done yet
- d. The other item we don't; have is the roof vents for all other vents, which were verbally agreed on but were not on the contract
- e. The contractor is aware of the verbally discussed items such as pool house, cutting out roof vents, both signages on street and map, and agrees that they are part of the originally priced items.

Remaining to do:

Handrails

Painting

Pool house

Signage at front and yard

Roof vents

Flag holders – about \$5 per holder. Board will direct the contractor to where to hang the poles.

Items not in the contract:

ADA access to the clubhouse - required

Replace and rebuild back deck using Trex

Cabana/Shade at West end of pool – estimated cost 13,550 and would cover the whole pool.

Build dog run at 4' cyclone

Board inquired on option to refi with lower later and to include 70k, Adna is to check with colleen to figure out these details and see if it's an option. even a slight drop of 1% in commercial would be helpful on overall term of the loan.

Adna mentioned she spoke w Colleen regarding the 70k already and they would need a budget/scope of work regarding the decks and the amount they need. Board would like to add ADA ramp to the clubhouse per ADA requirements.

Plan of contractor to restart the work: Board would like start date so that owners can plan accordingly. What is the best timeline – March 15th is ideal for the contractor but we just need to be mindful of the weather and making sure that it's possible. If sooner is option, contractor will notify board and request approval to start earlier.

It would be better to wait a little bit so that paint can dry properly than to do it in a rush and then in a few years deal with issues or peeling etc. **Board and contractor decide March 15th as (re)start date.**

Adna requested copies of warranties to have on file for the association in case anything comes up. from experience every now and then request will come in and we should be aware of the warranties of materials, products or labor. Jonathan will provide.

Board wanted to clarify that nothing is allowed to be hung from the gutters/building. Contractor suggested that gutters are sturdy that you could hang yourself from them and apparently some owners understood that they could hang stuff from the gutters/building which has been shared with other owners and could possibly cause major dominoes.

### **Executive session**

Modification requests discussed

Next meeting: Board meeting Tuesday 2/16 at 4pm, Adna will send agenda to board

Budget, loan refi update, modification request, board recruitment.

Const meeting Thursday 3/18 at 4:30pm

Zoom or in person

Adna notify that contractor would like to restart March 15<sup>th</sup>, might be sooner but we will notify. Owner can park in carport during this time.

**Adjourn: 6:20pm**

***Key Property Services, Inc.*** \_\_\_\_\_  
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