

## **BURNT BRIDGE CREST HOA BOARD MEETING**

**February 1, 2020**

In attendance:

Alysia I. Privrat, Adam Skucas, Kay Hust – Board Members  
Jonathan Butler -Shelter Building & Design

Discussion regarding upcoming contract for construction management with Key Property Services.

- Pull out struck out verbiage under Administration
- Remove references to GAF
- Fix formatting issues

Discussion regarding rewritten Rules and Regulation document

- Formatting
- Changes and additions

Notices need to be sent out to owners of 5725 and 5727 building regarding their back-porch light. The choices are 1) continue using the existing light that will be replaced when siding is done, or 2) they can purchase a new light and that will be installed for them.

Shelter reported that all owners have been contacted with regard to their window and door orders.

Resident notification has been sent to all owners regarding timeline for upcoming construction.

Emergency contact will be Key Property – after hours number is (360) 949-3000. Daytime number is (360) 695-1538

Short discussion regarding projects that are on the agenda for after construction is completed. Estimates from Shelter Building & Design are as follows:

- Remove and replace concrete step in front of clubhouse – to be replaced with an ADA approved ramp – estimated cost \$8,600
- Replace and rebuild back deck (using TREX) at clubhouse – estimated cost \$17,279
- Cabana/shade at west end of pool – estimated cost \$13,550 and would cover half of pool
- Build a dog run using 4' cyclone fencing (between Bld 5721 and clubhouse) – estimated cost \$11,382

Shelter submitted a bid for the cleaning and repair of complex siding, and the cleaning of roofs and gutters. The bid would cover a three (3) year period. The roofs and gutters would be done twice a year. The estimate is \$45,419.60.

Cascade Tree did a walk through of the complex. They will be submitting their recommended maintenance schedule for all trees on the property. This information will help with setting the annual budget for tree maintenance.

Meeting adjourned.

Meeting schedule:

- Board meeting – February 25<sup>th</sup> at 5:00 pm
- Board meeting – March 26<sup>th</sup> at 5:00 pm