

BURNT BRIDGE CREST CONDOMINIUM: ANNUAL MEETING

Minutes

SUNDAY, MAY 22, 2016

Attending

BBC Board: Evan Smith, Teri Steel, Arlene Larson, Toni Luna, Mary Rogers

Key Property Management: Eric Johnson

Construction Committee: Cindy Franke

Meeting Called to order at 3:03PM

NEW BUSINESS

Introductions: Those present introduced themselves and their unit number.

Construction Status report: Cindy Franke

Buildings 5717 & 5719 are 99.5% finished. Cindy is working with the railing contractor to finish the railings on 5717B and 5719A, and to get final warranty information from contractors for deck membranes and railing penetrations. We are withholding payment from railing contractor until all railings are also completed to our satisfaction on buildings 5721 and 5723.

Cindy is working to get final bids for painting of new siding on 5721, 5723 and sides and back of 5729; and painting over old siding of buildings 5725, 5727, and front of 5729 to prevent further rot and upgrade appearance. Painting costs for painting over old siding will come out of the regular operating reserve and not the construction budget. Painting should begin within the next 2-3 weeks (upon board approval of bids). We are hoping to get the painting done before our building permits expire in July and August.

Also, the board is asking **ALL homeowners to inspect their drywells** (the area where your downspouts go underground) to determine if rainwater is pooling there. If so, please alert us right away so these can be repaired.

Thanks to Cindy Franke for keeping our construction project on task, for following up with homeowners, for demonstrating patience under pressure, and for all of the everyday requests that come her way. We couldn't have gotten this far without you!!!

Officer Reports

Treasurer: Arlene Larson reported that over \$1.5 million has been spent on the siding/roofing/painting project (materials and services only) to date. This includes the following buildings: 5717, 5719, 5721, 5723 and the rear and sides of 5729. To continue with the front of 5729, and all of 5725 and 5727 we will need more funds.

Funds are accumulated from the monthly construction assessment collected by Key Properties. These funds are used to make our monthly payment to Foundation Bank for the construction loan. Any additional funds collected are allocated to ongoing work on the project (see list of Construction Facts, attached). Arlene indicated that the books are always available for review by any homeowner.

President: Evan Smith reviewed the documents included in the *Notice of Annual Meeting* that was mailed to all homeowners. Specifically, he covered homeowners responsibilities for cleaning up their carports, submitting plans prior to adding any structures, additions or sheds, or feeding wild animals. Also, he stressed the importance of all homeowners participating in our community by volunteering (see attached list).

Eric Johnson, Key Property Management: Eric gave a very good explanation of the special assessment collections including the amount spent versus the amount collected. He indicated that, for the most part, homeowners are paying their monthly dues and assessment amounts. He clarified that when a property sells, we collect, at closing, the entire amount due from the construction assessment.

Election of Directors:

A quorum was established and a vote was taken.

CONGRATULATIONS TO OUR NEWEST BOARD MEMBERS: Corinna Bosse, Alysia Privrat, and Olga Gaidamalca.

THANKS FOR SERVICE TO OUR OUTGOING BOARD MEMBERS: Arlene Larson, Teri Steel, and Toni Luna

Please Note: *Long time board member Mary Rogers has retired from the Board. As a result, Arlene Larson has agreed to continue as the Board Treasurer for one year. Thank you Mary Rogers for your years of service and thank you Arlene for agreeing to serve for another year.*

The new board met and determined the following positions:

President: Evan Smith

Vice President: Corinna Bosse

Secretary: Olga Gaidamalca

Treasurer: Arlene Larson

Member at Large/Treasurer in training: Alysia Privrat

OLD BUSINESS

Homeowner Request: Status: open. The board secretary prepared a memo to a homeowner requesting additional details related to a stand-alone structure approval request. A memo was hand delivered to the homeowner on May 16, 2016. As of May 22, 2016, the board has not received a reply.

Request for approval of structure: A written request and sketch were provided by the owner of 5723-B seeking approval for the installation of a structure to be located on the Limited Common Area at the rear of the unit. The board reviewed the request and determined that more information was needed to make an informed decision.

Homeowner Request: Status:- Evan Smith and Cindy Franke reviewed the construction financial reports and a homeowner's request for outstanding assessment amount and determined the amount to be credited to the homeowner for his siding work and outstanding balance. That amount was presented to the homeowner and he was pleased with the decision.

The owner of 5719-A has asked the board to determine the credits and the balance due on the assessment for the siding work they completed prior to the start of the current construction project. The board determined that it needs a complete review of the costs for construction of a three-bedroom unit including the additional fair share amounts for the whole project. This must be done by examining the project costs and comparing these to the costs submitted by the homeowner. This will require additional meeting time and attention to detail. Once completed, it will enable the board to determine the amount(s) to be credited to the homeowner and the homeowner's remaining assessment balance. The board president will meet with Cindy Franke to work on this aspect of the homeowner's request.

Status Report on Notice to Homeowners: Notice Sent. Status: open & ongoing

Key Properties sent notices to remind homeowners that their carports need to be cleaned out by May 15, 2016. According to the bylaws, carports are for cars, trash/recycling containers, and not for general storage. The board will need to discuss the next steps to follow-up on this homeowner notice.

Next board meeting: June 16, 2016, 5pm, Clubhouse. The board is hoping that meetings can be consistently scheduled for the 3rd Thursday of the month at 5pm. This will be discussed at the June 16 meeting.

Meeting adjourned at 4:30pm

BURNT BRIDGE CREST CONDOMINIUMS

Help Our Community, Be A Volunteer

Our community is full of volunteers, in fact, we wouldn't be able to get much done without the help of our resident volunteers. We would like each homeowner to consider how they can get involved.

Over the years our volunteers have kept things going: from work projects, board activities, minor maintenance, and cleaning the clubhouse, to seasonal parties, summer gatherings, pool cleaning, and so much more.

If you've never volunteered here at BBCC, perhaps it's time to consider it. We really need your participation. Some volunteers have been at it for over 20 years, while others have been involved just a short time. Either way, the Burnt Bridge Crest Condominiums Homeowner Association is a community that needs the help, assistance, and participation of every one of its residents.

Here are just a few ways to get involved:

- help to maintain the swimming pool
- refresh/repair the pool table and/or ping pong table
- run for a board position
- join a committee: Bylaws, Construction, Finance
- help to keep the grounds clean
- volunteer to plan and decorate for a seasonal party
- join a party clean-up crew

Think you'd like more information on any or all of these volunteer opportunities? Bring your thoughts to the Annual Homeowner's Meeting on May 22, 2016 or call Toni Luna at 360-885-4876.

The BBCC Homeowners Association needs everyone's energy and good ideas to make this community the best it can be.

Thank you,

The BBC Board of Directors
April 6, 2016