

BURNT BRIDGE CREST CONDOMINIUMS  
SEPTEMBER 16, 2016  
HOA BOARD MEETING AGENDA

- I. President Evan Smith called meeting to order at 4:12 PM
- II. **Attendees:** Corinna Bosse, Olga Gaidamaka, Alysia Privrat, Evan Smith, Cindy Franke, Eric Johnson (Key Property Services)
- III. **Financial Report:** No financial report given.
  - a. Eric reported that there are ten units that have paid off their complete assessment. The construction assessment was \$1.9M and owners have paid a little over \$750K to date.
  - b. Board approved sending a demand letter to resident considerably behind on assessments and dues.
- IV. **Old Business:**
  - a. Landscaping
    - Eric met with ValleyScapes owner about services. They admit they are spread too thin and cannot attend to the extent of work we need Eric will contact small, local companies for landscaping bids.
    - The sprinklers have not worked right since repair work was conducted over a month ago. They are coming on sporadically and causing water pressure issues in units. Some sprinkler heads are leaking. The sprinklers will be shut off for the season and repairs will be affected during the winter.
    - Erosion control behind 5721 – ValleyScapes has measured for ground cover planting. They will be directed to proceed with planting.
    - Erosion control after fire behind 5719 – Cindy is waiting to hear back from the County on what they will address on replanting the burnt hillside behind 5719. *Update:* (9/24) The County has reseeded the hillside.  
Unfortunately we can't pay to replace residents' plants, trees or shrubs. Residents who plant in common areas and limited common areas do so at their own risk and expense.
    - Now that current phase of construction work has been completed homeowners are asked to not park on the grass in the center yard.
  - b. Slope Inspection Status – Are we due for slope stabilization inspection behind 7521? Inspection fee is considerable. We have been given advice on signs to watch for that may indicate any slope movement. Board approved a four-year cycle for inspection of hillside behind 5721.
  - c. Status of cleanup behind raccoons under bldg. 5719 – Eric has received a bid for the cleanup and repair work. Board directed him to get the work done.

- d. Rodent control (rats behind 5729, 5727, 5725) – Eric will have Bug-A-Boo get more aggressive with rodent management to address the rats.
- e. Clogged dry wells behind 5729F and in front between 5729B and C – Eric will resend original plumber out to make repairs.
- f. Repairs to water valve handles behind 5719F and 5719H – Eric will resend plumber out to fix water valve handles on 5719F and 5719H.
- g. Roof cleaning on 5725 and 5727 and roof repairs on 5725 – Roof cleaning has been completed. Repairs should be made during this next week (9/19). Cindy will contact CC&L about roof leak on unit 5729A. *Update: (9/21) CC&L has repaired the leak on 5729A.*
- h. What is status of lien on unit of resident with unpaid fine – No payments received from resident. Board directed Eric to file a lien on the unit.
- i. Clubhouse Use - What is procedure for residents to reserve and use clubhouse, and replenishment of supplies? Eric will send a copy of their scheduling program to the board for customization to BBC. More to follow.
- j. Routine Maintenance - What is procedure for regular scheduling and follow-up on roof and gutter cleaning, and cleanout of drain/sewer lines? Key Property maintains a tickler for quarterly sewer cleanouts and will add semi-annual roof and gutter cleaning maintenance to tickler.
- k. Pool:
  - Pool is closed for season
  - The County conducted three pool inspections this year. There are several items that we need to address before pool reopens.
  - The board will appoint a small committee to upgrade pool rules, research pool equipment shed options, and gate/lock changes.

**V. Construction:**

- a. Charges have been sent for payment to remaining three residents with new decks (5725B, 5729A, 5729F)
- b. Millar Construction crew is fixing deck issues on 5717A and 5717D.
- c. Comcast crew will be onsite Monday, September 26th to bundle cables on 5729 and behind 5721C.
- d. Cindy is working with County to get window permits finalized and final inspections completed. Awaiting permit fee charges.
- e. Shelter Building and Design has submitted a bid for repair of rot under clubhouse deck and for re-siding of clubhouse using existing materials (with purchase of some new materials). Board approved bid for completion of rot repair, siding, and painting of clubhouse pending review of estimates for additional material, and painting. This will allow us to use the remaining siding materials before they deteriorate. The back deck should be considered off-limits to all persons.

**VI. New Business:**

- a. I-5 sound wall behind 5723A has large holes developing in the joint between two wall panels due to deteriorating caulking between the joints. DOT has

determined that the wall is still stable and any fix would be cosmetic. DOT will make repairs to the sound wall and to the associated chain link fence behind the sound wall as time and budget allows.

- b. There are trees around the complex that need attention. Evan and Cindy will walk around with Esparza Tree Service to identify danger trees and address plan for repairing or removing trees as necessary.
- c. Cindy will meet with Kaski Electric Monday (9/19) to work on yard light at 5727A. Update: Kaski repaired the yard light.
- d. Procedure for distributing meeting minutes – Key Property Services will email all future meeting minutes to homeowners. Only residents without email will have hard copy posted on door.
- e. We will have a work party on Sunday, October 23<sup>rd</sup>. Tasks include painting speed bumps, painting letters on entrance sign, other touchup painting, general cleanup, and possibly some railing touchup painting. There will be a dumpster available for homeowner use from Friday, Oct 21<sup>st</sup> to Friday, Oct 28<sup>th</sup>. More to follow.
- f. Holiday events:
  - Halloween – Board approved nominal funding for base food/beverages for a potluck dinner at the clubhouse on Saturday, October 29<sup>th</sup>.
  - Christmas – Board voted to have a holiday decoration contest (exterior only). Trophies will be awarded.
  - New Year ‘s Eve – Board approved a community New Year’s Eve party on Dec. 31<sup>st</sup>.
  - More to follow on all these events.

VII. **Next meeting:** Friday, November 18, 2016, 4:00 PM  
2017 Budget to be on agenda

VIII. **Adjournment:** President Evan Smith adjourned the meeting at 6:12 PM