

**ELK RIDGE II CONDOMINIUM OWNERS ASSOCIATION
BOARD OF DIRECTORS MEETING
TUESDAY, FEBRUARY 23, 2021 – 5:00 P.M.
VIA ZOOM**

Chet called the meeting to order at 5:05 p.m. and said notice of the meeting had been sent on February 19, 2021 and there was a quorum with all three Board members participating.

Those present:

Andrea Ouimet
Michelle Gerber
Rebecca Vehik
Chet Boyce, Toad Property Management (Manager)
Keith Pierce, ASR Companies
Kim West, ASR Companies

Andrea made a motion to approve the minutes of the Board meeting held on November 19, 2020. Michelle seconded the motion and it was unanimously approved.

Chet explained bids for an exterior remodel of the buildings had been distributed prior to the meeting and Andrea had questions for the representatives of ASR Companies. Andrea explained no architect or engineer had been approached at the present time and Kim West said construction details would be confirmed once an architect had input and the current proposal was intended to give an indication of cost. Kim explained it would be necessary to make very quick decisions to start work in 2021 as engineering review was typically 30 – 60 days and there would be additional architectural and permitting delays. Kim said ASR could assist in securing an architect and engineer and realistically the project would be 2022 with all the planning completed during 2021.

Andrea said there had been some leakage around one of the windows in Unit #9, the roof was approximately 8 years old and the siding was the original 1979 siding. ASR cautioned a holistic review of the building was necessary as issues could be created when new building materials were integrated with older building materials and construction methods. ASR said they would be able to assist with the entire process from planning to construction.

It was agreed to follow up with the owner of Unit 10, the small stand-alone building, and confirm if the project would be three buildings or four buildings. Chet said he would email the ASR proposal to the owner of Unit 10 and report back to the Board after discussing the proposal with the Unit 10 owner.

Jim Jose was suggested as an architect or an owner's representative and ASR recommended him as a good local resource. Chet agreed to reach out to Jim to check on

his availability to assist the Association from the initial planning through to completion of the project.

Kim agreed to share contact information to assist with the planning. The ASR representatives left the meeting.

It was generally agreed an owner's representative would be very helpful and a good first step.

Unit 10 would be included in the remodel project if the owner of Unit 10 was on board.

Chet said Community Banks would require plans and a construction bid prior to providing information regarding an Association loan.

Rebecca said there had been no leaks around one of her windows (Unit 9) during the 2020 Summer but there had been leaks during the Summer of 2019 when there had been more rain. It was agreed Toad would inspect the window and the siding in that area.

Andrea said some outdoor spigots had issues and it was agreed Toad would review those.

It was agreed to have monthly meetings to keep the remodel project moving forward and the next meeting would be Tuesday, March 30, 2021 at 5:00 pm.

At 5:38 pm Andrea made a motion to adjourn the meeting. Michelle seconded the motion and it was unanimously approved.

Prepared by Rob Harper
Toad Property Management