

**SNOWFALL POINT CONDOMINIUMS ASSOCIATION  
MEETING OF THE BOARD OF DIRECTORS  
WEDNESDAY, MARCH 29, 2023 3:00 P.M.  
VIA ZOOM**

Board Members by Zoom:     Sonja Wendt  
  Jody Gunsolus  
  Kathie Turner

Association Manager:       Joe Robinson, Toad Property Management

Joe called the meeting to order at 3:04 pm and confirmed there was a quorum.

Kathie moved to approve the minutes of the February 15, 2023 meeting. Jody seconded the motion and it was unanimously approved.

Joe said no solution had been found to store the extra windows and the new windows installed would be covered by warranty. It was agreed the extra windows could be donated to Habitat for Humanity and Joe agreed to research that option.

Joe explained bids had been received for the driveway and the Paving Committee had provided an update. Kathie said the two bids had been provided by the same companies as the prior year, Spallone and Lacy. SGM and the Paving Committee recommended Lacy Construction to complete the work because it was almost \$126,000 less than the Spallone bid. The bids included the concrete ribbon curb.

Sonja moved to go forward with the 2023 pavement project with Lacy Construction as the contractor, a bid of \$350,235. Kathie seconded the motion and it was unanimously approved.

Joe confirmed the Reserve Account had \$155,551 with \$51,660 in the Checking Account. Joe explained after expenses there would be just under \$50,000 in the Checking Account. Joe said a prior Board had agreed to keep at least \$50,000 in the Reserve Account but that was not a legal requirement. Joe explained \$6,880 would be moved from the Reserve Account to the Checking Account at the end of the year, in accordance with the 2023 Budget.

It was agreed there might be overruns and it was suggested to budget \$360,000 to cover contingencies. The Lacy Construction bid included \$5,000 for contingencies. If the work cost less the funds could be held in the Reserve Account.

After a long discussion Sonja moved to levy a \$15,000 per unit special assessment to be used in conjunction with funds held in the Reserve Account for repair work on the sewer system, drainage system, parking lot, drainage problems, and replacing the concrete sidewalk in accordance with the Lacy Construction bid. Kathie seconded the motion and it was unanimously approved.

The \$15,000 per unit special assessment would be billed immediately with payment due by May 31, 2023. It was agreed a letter would be sent to all owners reminding them of the previous discussions regarding the scope of the project, potential cost, and the timing. Kathie agreed to draft a letter and circulate to the Board for review. Invoices for the special assessment would go out with the April 1<sup>st</sup> dues invoices.

**Commented [KT1]:** Different from drainage system?

Sonja said there would be a pre-construction meeting with Lacy Construction. It was agreed all board members would participate together with representatives of the Paving Committee, and SGM. Minutes of the meeting would be taken by Toad. Questions for the pre-construction meeting would be drafted and shared with the Paving Committee and Toad. It was agreed the questions could be given to SGM for review prior to the meeting.

Joe confirmed 5% needed to be paid to Lacy Construction upon acceptance of the bid. Sonja said she would reach out to SGM to inform them of the decision and schedule the pre-construction meeting. Potential dates for the two-hour meeting could be April 19, 20, 21 or 24 between 3 and 5 pm or if necessary, between 3 and 8 pm. Sonja would request potential start dates so that information could be shared with owners. Joe said he would speak to Waste Management about garbage collection during the construction period.

Sonja was thanked for her hard work on the project. Kathie said the new recycling container was on the garden area by Unit 6. If that location became the permanent location Kathie said she would move some of the plants to other locations.

At 4:08 pm Jody made a motion to adjourn the meeting. Kathie seconded the motion and it was unanimously approved.

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Prepared by Joe Robinson  
Toad Property Management