

MINUTES
BOARD OF DIRECTORS MEETING
CREST HOUSE CONDOMINIUM ASSOCIATION
FRIDAY, APRIL 29, 2022
2:00 P.M.
VIA ZOOM

Present: Martin Catmur
Dory Dannettell
Chet Boyce, Toad Property Management

Chet Boyce called the meeting to order at 2:00 p.m. and confirmed that a quorum was present with two Board members participating. Chet said that notice of the meeting had been sent on April 18.

Dory Dannettell made a motion to approve the minutes of the September 7, 2021 meeting. Martin Catmur seconded the motion, making approval unanimous.

Chet said that the new insurance policy had gone into effect on Monday, April 25. Chet said that the cost of the new policy was about \$500 more than the previous policy. Chet explained that the Association's previous insurance provider had made the decision to no longer carry policies for residential properties. Chet said that this was not unprecedented, and many associations in the area were dealing with increasing premium costs. Chet reviewed some details of the policy and said he would share the full policy document with the Board via email. Chet noted that the cost of the policy included a \$259 annual service charge for the convenience of making payments in multiple installments.

There was a long discussion of potential remodeling work. Chet explained that the insurance company was requiring the Association to prioritize siding repairs in order to continue insurance coverage. Chet said that the chimney had also required bracing in the past, and the structural integrity of this portion of the building would be important to review when the Association pursued exterior remodeling work.

It was agreed contractors were extremely difficult to find in the Valley, and it would likely take some time to identify a contractor and schedule the work. Chet said that it would be worthwhile to find a contractor to do some smaller-scale repairs to the areas of the siding that required the most attention. This would demonstrate to the insurance company that the Association was committed to performing maintenance, and meeting minutes could also be provided to the insurance company to show that the Board was taking the necessary steps towards a larger-scale exterior remodel. Chet said that Nick Sledge of the Toad Maintenance Team specialized in capital projects and was working with local contractors to determine the full extent of the work needed on the exterior of the building. Chet would provide more information to the Board when Nick had been able to complete this review.

Martin raised that the Association had previously had to replace a portion of the foundation at the back of the building due to deterioration from freezing and thawing. Board members agreed that they would like Nick to discuss with contractors the need for materials that would be durable in the face of repeated freezing and thawing as he assessed the needed remodeling work and obtained bids.

Chet said that it would take some time to obtain the bids, but Toad would provide more information to the Board as soon as it was available. Chet said that instituting a special assessment to fund the exterior remodel would only require a majority vote from the Board. However, Chet agreed it would be wise to discuss the assessment and the remodel with the ownership before the Board's vote and said Toad could facilitate dissemination of a survey to gather input from the owners.

Chet presented the quarterly financial report to the Board. Chet said that the Association seemed to be on track to come in on budget for snow removal, barring major storms at the end of the year. Chet said that Toad had looked into the report of a high water bill, but had not found evidence of a leak.

Chet noted that, with the increased cost of insurance, the Association was now budgeting for a \$2,200 deficit. Chet added that, at the end of the first month of the quarter, the Association had only \$1,000 in its bank Account, and was running the risk of a negative balance. Chet explained that his chief concern currently was ensuring that the Association had steady cash flow. Chet said that dues were currently \$350 per month, plus a \$100 per month Reserve Assessment. Chet suggested that a one-time operating assessment would help create a cushion in the operating account without raising dues.

Board members agreed that, given the increased cost of the new insurance policy, it would be appropriate to institute an assessment to cover the cost of the insurance premium and provide a cushion in the operating account.

Martin made a motion to assess each unit owner \$1,000, which would be due by August 31, 2022 and payable either in installments or in a lump sum, to cover the cost of the new insurance premium. Dory seconded the motion, making approval unanimous.

Chet said that he would reach out to owners informing them of this decision and letting them know that the invoice for the assessment would be sent in the next month.

Chet said that he should be able to provide the Board with a SealCo bid for paving in the next month.

Martin made a motion to adjourn the meeting at 3:04 p.m. Dory seconded the motion, making approval unanimous.

Prepared by Rob Harper,
Toad Property Management