

**MEADOW VISTA CONDOMINIUM ASSOCIATION
MEETING OF THE EXECUTIVE BOARD
WEDNESDAY, MARCH 22, 2023**

Present: Martin Catmur
 Scott Sanders
 Pat Del Tredici
 Valerie Strassberg
 Joe Robinson, Toad Property Management

Joe called the meeting to order at 5:43 p.m. and confirmed a quorum with all Board members present.

Martin made a motion to approve the minutes of the October 11, 2022 and November 15, 2022 meetings. Val seconded the motion and it was unanimously approved.

Joe said year-end financials had been delayed due to Toad switching to an on-line accounting company. Joe explained the new company were getting up to speed and it was anticipated once the company was able to focus on current transactions the process would work well. Joe said most expenses for 2022 were slightly unfavorable to budget. There had been unanticipated maintenance projects and that line item was significantly unfavorable, approximately \$6,000 over budget.

Concern was expressed about snow build up on the small roofs and also snow covering the window wells. Joe explained the recent multiple cycles of snow had delayed response to items normally dealt with after roads and walkways were cleared. Joe said he would alert the maintenance crew and they would remove snow as soon as possible.

Martin suggested replacing the front steps with Trex, or a similar product, as one staircase had been replaced and another required attention when weather permitted. The decks at the front of the buildings were Trex or a similar product. Joe agreed to research the cost difference between Trex and wood.

Joe said it had been a big snow year and Drake Austin had been able to respond in a timely manner for roof snow removal. Scott said a leak in his unit had stopped once the roof was cleared of snow and had not returned during recent storms. Martin said there had been some roof repair in the past but the roofs were original and repairs had been minimal over the years. Snow removal was generally once a year but it had been necessary to shovel the roofs twice in a year depending on when the snow arrived. Joe said Pete of Blue Dog Home Improvement would once again inspect the roofs and make repairs as necessary. Joe said he would include roof replacement in a Capital Plan.

Scott said there had been wasps in the wall of his unit. Attempts had been made to trap, spray and prevent the wasps from entering the unit. Joe agreed to research exterminators and get

a professional opinion on how to deal with the matter. It was also agreed the outside of other units would be inspected.

Snow storage had been an issue during the winter but generally Peak was doing a good job with the equipment they had.

Joe explained money was being added to the Reserve Account on a quarterly basis from the capital assessments. The Reserve Account was currently at \$13,000. Joe explained the Operating Account was very low as \$3,600 had recently been paid for the CB South dues. Joe suggested moving some funds from the Reserve Account to the Operating Account to help with cash flow and then funds could be moved back to the Reserve when expenses reduced. Martin explained the purpose of the capital assessment was to build up a reserve to help pay for large expenses, such as staining. Val stressed the need to plan in advance for those large expenses and it was generally agreed expenses continued to increase. Joe confirmed the reserve funds were held in a separate bank account and Val suggested putting the money in an account paying interest. Joe and Val agreed to research options providing interest without service fees or penalties which might exceed the interest income. Joe explained mortgage companies liked to see at least 10% of operating expenses going into a reserve account each year.

Joe said SealCo had provided a bid for crack sealing at \$3,000 and a price for repaving the entire driveway. Joe explained the estimate would be used as part of the Capital Plan. Joe said he would obtain a price from SealCo for crack sealing and sealcoating with the work being performed during the Spring/Summer.

Landscaping options for the land at the back of the two buildings and also the small area next to Unit A were discussed. Scott agreed to reach out to a friend for suggestions and Val said she would be able to provide some options. Trees planted by Tully's to form a barrier between the properties had not been successful and now the area was just dirt and weeds. Any future plan needed to accommodate parking and utility easements. Val said she would research options and Joe said he would find out if a fire lane existed at the back of the buildings.

Alpine Landscapes had provided a bid of \$3,775 for removing and replacing the landscaping next to Unit A and Joe said Alpine could provide a proposal for the land at the back of the buildings. Martin explained the Alpine Landscapes proposal would reduce maintenance and watering for the area at the side of Unit A. Joe agreed to check the price of \$3,775 had not increased in the past year and attempt to schedule the work for 2023.

It was agreed an extra pick up for the dumpster was necessary at Christmas and possibly during the Summer. Scott said locking recycling dumpsters were available and would be useful in the Summer months. Instructions for trash and recycling would be provided to owners and Joe agreed to reach out to Waste Management.

Joe explained quarterly financial reports would be circulated to the Board. Joe said no owners were in arrears on dues.

Joe said a proposal had been obtained for the stucco and that figure would be used in the Capital Plan. A roofing proposal had been requested.

Joe explained window replacement was generally an owner expense. Proposals would be obtained for future capital projects and Joe said he expected to have the Capital Plan ready by May.

The next meeting was scheduled for Monday, June 5, 2023 at 5:30 pm and Mark of Alpine Landscapes would be asked to be available at 5:00 pm that day.

Martin made a motion to transfer \$3,000 from the Reserve Account to the Operating Account with the \$3,000 repaid later in 2023. Scott seconded the motion and it was unanimously approved.

The appointment of officers would be discussed at the next meeting.

Joe said he would be able to provide a simple Profit & Loss report each month for the Board to review in addition to the quarterly report.

At 7:37 pm Scott made a motion to adjourn the meeting. Val seconded the motion and it was unanimously approved.

Rob Harper, Toad Property Management