

THE TIMBERS OWNERS ASSOCIATION, INC.
BOARD OF DIRECTORS MEETING
FEBRUARY 22, 2019
318 ELK AVENUE, SUITE 24

Those Present:

Ann Mallow
Erin Stock (by phone)
Evan Sandstrom
Kat Hassebroek
Rob Harper, Toad Property Management, Inc.
Tim, KW Construction
Mitchell Robertson, Unit 106 (by phone)

Rob called the meeting to order at 5:31 pm. and confirmed a quorum with all Board members participating.

Rob introduced Tim of KW Construction who had taken over Josh McKenzie's role. Tim explained on March 6th KW would start moving contents back into the second floor units with everything completed on that second floor by the 9th. Tim said the first floor would be completed approximately a month later and mid-June would be the final completion date for the complete building. Tim explained cabinets had not been received and the delivery of the cabinets might push the move in date a little further for the first floor units but it was the intention to get everybody back into the units as quickly as possible and complete common area work once units were occupied. Tim confirmed it would be possible to have the Fire Department and the Town sign off on each floor of the building without having all carpet or trim in place in the hallways.

Rob explained doors must be locked in the evening, at the end of the construction crew workday, as there had been thefts in the building when exterior doors had not locked. Tim agreed to speak to the crew and also agreed to enforce no parking in front of the container units by placing cones and no parking signs. Tim said containers would be removed as they were emptied which would begin to reduce parking problems. Tim left the meeting.

Rob circulated Rules and Regulations for similar associations for the Board to review and said the introduction of rules for those associations appeared to be working well. It was suggested any short term rental fees could be used to deal with additional hot tub expenses, cleaning or night watchman services. After discussion it was agreed a list of proposed rules would be provided to Marcus Lock for him to prepare an initial draft. The following suggestions were proposed for rules with penalties for non-compliance:

1. Fees and fines for dogs left unattended, dogs barking, or owners not cleaning up after their dogs. Rob explained a procedure would need to be outlined and Owners would receive a warning and then fines would be levied. After a warning the first offense would be a fine of \$150, second offense \$250 and then \$500 if the violation continued.

2. Short term rental information must be provided to Toad prior to the rental and a copy of the rules and regulations must be provided to the tenants and accepted by the tenant and a copy of the rules and regulations displayed in the unit and common areas.
3. Parking for two vehicles, per unit. No parking of trailers and vehicles must be moved on a regular basis. No parking for RVs or large vans. Vehicles must be moved after snowfall of six inches or more.
4. Household trash must go into the dumpster and not left in the building. Fines for not keeping common areas clean. Fines for not securing trash receptacles. Owners must provide renters with instructions for disposing of trash.
5. 10 pm – 7 am quiet hours including hot tub remaining closed during those hours.
6. No reference necessary at this time to possible increases in insurance rates due to short term rentals. Owners provide evidence of insurance coverage.
7. Owners renting a unit must provide a local emergency contact with the contact able to respond within an hour.
8. Copy of any rental contract must be provided to Toad together with a \$35 administrative fee for each rental. Definition of a long-term rental would be added to the Rules and Regulations.
9. Minimum age of lead renter to be 25 years old.
10. All leases must be in writing, rental rules must be displayed on-site.
11. Enforcement by fining at the discretion of the Board.
12. Schedule of fines to be the same for all units regardless of rentals.
13. Fines for the misuse of the hot tub and grill area.
14. Limits on the number of inhabitants in a unit.
15. No storage of any items, including recreational equipment, in common area hallways.
16. Thermostats set to a minimum heat temperature in each unit.

Rob agreed to have Marcus draft Rules and Regulations and have the Board review the draft within five days so the document could be finalized as quickly as possible.

It was agreed to revisit installation of security cameras in common areas at a future meeting if it appeared to be necessary.

The meeting adjourned at 6:52 pm.

Prepared by Rob Harper,
Toad Property Management, Inc., Manager