

OR BOD Minutes 1.27.15

Present — Board: Jim Stewart; Doug Ashby; Bill Schauer; Cynthia Griffen; Heather Wilaby
CAP: Wes Finchum

Call to order: 6:03 p.m.

Minutes from 12.19.14 reviewed and approved by Board

Financial

- Reliant Invoice for > \$2000 seems excessive to fix meter leak in Dec. '14;
 - *Wes to check with Reliant to see if they accidentally billed us for a job done for a different complex;
 - Reliant should inform Board when emergencies occur as we did not learn of this until we received the invoice.
- Otherwise, December financial report reviewed and approved by Board.
- HO have been notified via mail by CAP that monthly assessments go up on 3/1/15.
- Updated Reserve Study due soon.

Building Maintenance/Envelope

- Wes recommended using Project Manager such as Richard Graves, and avoid trying to become “experts” ourselves.
- Duties of PM should include determining scope of work (with Board), coordinating bids/RFPs, overseeing costs, etc.
 - We need to know how much all contractors and subcontractors will cost.
 - Scope should include windows, railings, paint.
 - Board can require owners to replace windows;
 - Can offer amortized financing if HO can't afford to pay right away, maximum 5 year term.
- Board has not decided whether to go with Richard Graves as Project Manager.
 - It is unclear how much Richard Graves would charge us, and there should be no charges until we decide if we will hire him.
 - Concerns raised with RG in his recommendation to hire Pacific Crest with possible no bid contract, which brings neutrality into question.
 - Costs unclear. \$8500 estimate by RG, but is this per year or per building?
- Wes recommends Project Manager:
 - with no vested interested in who gets hired to do the work
 - who is familiar with Condo Association laws / regulations.
- Ideally, we should bid out to at least 3 contractors for each aspect of project.
- Wes to find prior Alliance and Western Waterproofing bids for Project Management and send to Board. Other possible Project Managers: JR Johnson, SD Deacon.
- Board agreed we should take enough time to go through this process the right way, even if that delays start of work until 2016.

Routine Maintenance

Board expressed general dissatisfaction with CAS Community Association Services, which is sister Co. to CAP:

- they frequently take too long to address problems
- we need more predictability in handyman/maintenance services (Doug is currently overseeing all CAP properties and may be spread too thin.)
- rates \$42/hour + \$16 travel time.

Wes clarified we are not locked in to using CAS.

Other options:

- Jim Dillon
- Handyman who recently contacted myself and Jim (through MPHOA.)

Board discussed possibility of separating out services, and hiring separately for:

- routine maintenance (visits weekly to monthly)
 - Board can come up w/ list of routine maintenance items.
 - Wes to provide list of what Doug does when he comes out on a regular basis.

VS.

- skilled repairs
 - anything > \$1000 should be bid out.

Pool furniture:

- needs to be replaced before this Spring.
- Doug Ashby volunteered to shop.
- comes out of Reserves; amount allocated in Reserve Study.

HO renting out Units

- If > 50% units not owner occupied, we may not qualify for FHA, which allows prospective buyers to put down less when purchasing units.
- HO need to inform Board if they rent out their units, and this has not been happening.
- Board can pass resolution instituting fines if HO rent out units w/out noticing Board.
- We can also require that cars and license plates of residents be provided to the Board.

- This can be addressed in the Annual Meeting (March/April).
- It can also go in the next Newsletter.

Per Wes, there is an upcoming **vendor fair / trade show** available to Board members **Community Association Institute (CAI), Sat. 5/16/15** — all day
CAP will reimburse registration fee.

Meeting adjourned 7:36 p.m.

Next meeting Tues. 2/24/15 6 p.m.