

CEDAR LODGE CONDOMINIUM ASSOCIATION
BOARD OF DIRECTORS MEETING
September 12, 2015

I. Call to Order

The meeting was called to order at 10:30 am. Board members in attendance were Angela Burdick, Brennan Arnold and Mel Walden. Representing SRG were Peter Schutz, Kristina Constantine and site manager, Chris Trettel. Homeowners Bruce Rindahl and Crystal Arnold were also present.

II. Roll Call/Quorum – A quorum was present. Notice was posted on the website and on site at Cedar Lodge.

III. Owners Forum –Homeowners, Bruce Rindahl and Crystal Arnold were also present. Dave VanDuinen, owner of Frisco Fireplace, attended via telephone at 10:15 to discuss a request to install a gas fireplace. After this discussion, Dave hung up. His report will be will be discussed under New Business.

- A. Bruce asked about the potential of making the outside parking spaces larger by reallocating the width. Armando will be asked to provide a bid to eliminate the gazebo and lights. SRG will also consider a loading zone space if parking spots are changed.

IV. Approval of Minutes - The next item of business was the review of the June 6, 2015 Board meeting minutes. **Mel made a motion to approve the minutes from the June 6, 2016 pre and post annual meeting. Brennan seconded and the motion carried.**

V. Financial Report – Mel reported on the July 31, 2015 close financials as follows:

- ☐ July 2015 Balance sheet reports \$3,053 in operating, \$61,789 in the reserve account and \$5,705 in the hot tub account.
- ☐ July 2015 P & L states that Cedar Lodge is \$4,317 under budget year to date in operating expenses. It was noted that \$4,627 is owed to the reserve account and \$140 is owed to the hot tub reserve account.
- ☐ SRG and the Board reviewed the major areas of variance.
- ☐ Angela asked for the August 2015 P & L. Peter explained that August statements had not been reconciled so they were not part of the meeting packet.
- ☐ Mel cautioned that the Board needs to remain diligent with funds in the reserve account so that the account balances stay strong. He noted that the largest expenses from Reserves will be roof replacement and elevator replacement.
- ☐ **Mel made a motion to accept the financials as presented. Brennan seconded and the motion carried.**

VI. Managing Agents Report – Deb presented the following Manager's Report:

Completed Items

- ☐ Mel was provided a sub-contractor key.
- ☐ Collected violation fine from the owner of 213
- ☐ Roof maintenance complete
- ☐ Deep cleaned the common areas before the annual meeting
- ☐ Carpets were cleaned
- ☐ Master list for the master key system was obtained and is on file at SRG

Report Items

- ❑ The hot tub will open for the season on November 1, 2015

Pending Items

- ❑ Roof cost estimate will be obtained for the November budget meeting.

VII. Old Business

- A. Storage Locker Report – Three lockers are currently rented – One large one and two medium ones. There is one additional storage closet available at an annual cost of \$400.
- B. Keypad Lock Placement on Garage Doors – Peter presented a bid for installing keypads on the garage common doors. SRG will obtain bids to place a less expensive keypad on the garage common doors, manual rather than electronic. Locksmith recommended re-keying the building every 5 years, as the system becomes compromised over time. This expense should be included when updating the Capital Reserves and Expenditures spreadsheet.
- C. Board has approved Chris to have carpet spot cleaned as needed without their approval.
- D. Roof replacement estimate will be obtained from Turner Morris prior to the November budget meeting.

VIII. Ratify Board Actions via Email

There have been no actions via email since the last meeting.

IX. New Business

- A. Remodel of unit 317 – SRG will request proof of insurance from all contractors working inside this unit. If the water heater is being replaced, it is a requirement that the unit shut off valve be replaced as well. 24 hour notice will be given to occupants of Cedar Lodge if it is determined that the water in the building will need to be turned off.
- B. Gas Fireplace Request – The Board discussed a request by the Owner of unit 308 to install a natural gas fireplace in her unit. Dave VanDuinen presented two installation options to run the gas into the unit. After a lengthy discussion, it was determined that this would be tabled until the November meeting.
- C. Insurance Payment Timing – In an effort to improve cash flow, Mel made a motion to make 2016-2017 insurance payments monthly for a cost of approximately \$6 per month. Brennan seconded and the motion carried.

- X. **Next meeting date** – The next Cedar Lodge Board of Directors meeting will be held on Saturday, November 14, 2015 at 10:00 am in the Cedar Lodge Owners Lounge.

- XI. **Adjournment** – Angela made a motion to adjourn at 11:49 am. Brennan seconded and with all in favor, the motion carried.

Approved By: _____
Board Member Signature

Date: _____