

**HIDEAWAY TOWNHOMES  
BOARD OF DIRECTORS MEETING  
MARCH 11, 2016**

**MINUTES**

1. **Call to Order.** The meeting was called to order at 2:02 p.m.
2. **Affirmation of Attendance and Quorum.** Board members in attendance were Ed Mountford, Jeff Flenniken, David Diehl, Al Grabenstein, and Cecelia Daniels. Representing Hammersmith Management were Brent Hunstad, Brandon Logsdon, Jason Fredericks, and Judy Freese.
3. **Owner Forum/Guests.** Other owners in attendance were Paul Warbington (unit 328), David Dvorak (unit 287), Alan Kessler (unit 299), and Cindy Gillespie (unit 295).

Cindi spoke about snow removal and the lack of shoveling. A great deal of snow is stacked in guest parking and is not being pushed back. Piles of snow have impacted garage accessibility on numerous occasions resulting in Cindi and her husband having to do hours of hand shoveling in order to be able to get in/out of the garage. They did the same for their neighbor. Management will follow up with the plow company and make sure snow is properly plowed. The same plow company has been used for the past couple of years. There shouldn't be issues with where boundaries are and/or where snow is to be stacked. The snow shovel contract covers 30 snow events for clearing sidewalks. The plow agreement has 3" of snow as the trigger. This can be a single accumulation or over 2-3 days. Whenever 3" has accumulated, plowing is to be done. Cindi also cited the gutter issue she has reported numerous times. It was noted that many gutters need to be sealed but re-caulking can't be done until the weather warms up. Cindi reported that she had been told that there were roof issues and shingles had not been correctly installed.

Paul spoke about the lack of communication regarding the damage to his unit from a roof leak. No notification was given when the unit was totally unusable with furniture moved, fans running, etc. Family members arrived at 10:30 one night only to discover that the unit was not able to be used. Management is working with KW Restoration but interior repair should wait until roof issues are resolved. The Board will have Turner Morris on site as soon as possible to assess the roof. The Roofing Company (TRC) has been told to cease and desist all work on the roof. TRC has noted that the warranty is void if anyone else goes onto the roof and has stated that the HOA will hear from their attorney. As of this meeting, no word has been forthcoming. As soon as Turner Morris has completed their assessment/repairs, KW will be notified to begin work on unit 328. Questions were asked on why no one had been in the unit supervising the work. It was explained that while management does keep in touch with vendors and bring issues to their attention, HMI does not do daily project management.

4. **Management Report.**

It was noted that there are still some repair bills that have not been paid with regards to the work that was required to mitigate unit damage due to roof issues.

5. **Old Business.** (At this time, issues requiring discussion with Jason Fredericks were moved up on the agenda to allow Jason to be able to leave.)
  - A. Asbestos testing: KW Restoration has stated that asbestos testing is mandatory if 32 square feet of sheet rock or 50' of pipe is removed. HMI also requires testing when more than 32' of drywall is removed. It was the HOA's understanding that if 3 negative tests have been done, more testing is not required if the tester provides certification to

this effect. Management has been asked to determine if testing has been done in unit 328 and if so, if certification can be provided. Bob Strong has all the information on what/where tests have been done.

- B. Trim painting: Excel Interiors has been selected to do the painting. It is hoped to have this accomplished late July/early August.
- C. The final unit was added to the list of units with leaks as a result of roof issues. There are 5 units total (not including 328). Turner Morris will be looking at all roofs and heat tape and determining whether or not unit damage is a direct result of roof issues.

6. **Financials.**

February financials were reviewed. Total assets (operating checking and reserves) totaled \$296,964.00. Delinquencies totaled \$9,380.59. \$7,544.71 is owed by one owner and the collection policy will be followed.

Waste Management was contacted regarding verification of trash cost. There have been some over charges and these have been credited.

Continue to try to follow up with Comcast regarding current terms. The agreement on file is dated 1988-99. The HOA pays \$44.36. Depending on how many owners have an alternative (satellite dish, etc.) it may be worth cancelling the Comcast agreement.

A motion was made, seconded and passed to approve the financials.

7. **Approval of 11/05/15 Board Meeting Minutes.** A motion was made, seconded, and passed to approve the minutes as written.

8. **Additional Old Business.**

- A. It was reiterated that the Board does not want TRC on the roof for any reason including ice dam removal. The best solution for all would be for TRC to accept the HOA's settlement offer and walk away.
- B. Unit 324's deteriorating deck issues have not been resolved. The owners requested a time extension in order to have an engineering study completed. Another letter is to be sent to the owner asking if the report has been completed. The owner will be asked to contact Brent to schedule a hearing date in order to discuss resolution.
- D. Allied Security was to check all low temperature sensors and replace batteries. The Board questioned whether or not this had been done. Management will contact Allied and ask for a copy of their report. Allied will also be asked if more stations are needed to eliminate excessive distance which may cause alarms to sound. It was also noted that if a sensor is located too close to a door and the door is left open for any length of time, the alarm may sound.

9. **New Business.**

- A. MCR projects for 2016 including asphalt repair and seal coating. Asphalt repair should be done. Whether or not seal coating is needed or if it can go another year needs to be determined.
- B. The annual meeting is scheduled for 11/12/16 – Management will confirm the meeting room reservation at the County Commons Building.
- C. New Management Agreement: The Board has not had time to review the new HMI agreement. The Board will review by 3/23/16 and get back to Brandon with any questions.
- D. Dates for 2016 summer work days: These will be 6/18/16 (8 hours), 7/16/16 (4 hours), 8/13/16 (4 hours), and 9/10/16 (8 hours). A notice with all dates will be prepared to send out with these minutes.
- E. Board Meeting Dates:
  - Friday, 6/3/16: 1:00 p.m. Walk through at the complex  
3:00 p.m. Board meeting at Mountain Managers
  - Friday, 8/26/16 2:00 p.m. Board meeting at Mountain Managers

10. **Correspondences and Reports.**

It was explained that a management packet will be sent to the Board each month and will include financials, work order reports, violation reports, correspondence received, etc.

11. **Adjournment.** A motion was made and seconded to adjourn the meeting at 3:50 p.m. The Board requested use of the room for a brief executive session.

Respectfully submitted: Judy Freese, Recording Secretary

**APPROVAL:**

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Ed Mountford, President

Date