

**Boulder Ridge Townhome
Quarterly Board Meeting
Thursday, October 16th, 6:00 pm
Comfort Inn Conference Room**

Meeting Minutes

Those in attendance:

Board Members: Scott Davis, Sylvia Markham, David Byrne, Debbie Bennes

Absent: Connie Ryan

Homeowners: Pat Prum, Brad & Shelly Delplanche, Kimberlier K. Joy, Kenneth Brooks

Operations Manager for Oxford: Joyce Poshusta

Scott Davis, president, called the meeting to order.

Introductions were made by those in attendance.

Old Business - Scott provided an overview of existing projects

1. Outstanding projects

- a. **Concrete** – Mickey Clark Concrete states their contractors are behind due to weather. They have done a walk-through to compile the list of repairs and are working to fix problems that have developed from last year
- b. **Asphalt** – M & M Construction gave a bid of \$10,000 to fix the existing defects. A \$5000 deposit has been paid. They will continue to work to mid-November and have our work completed.
- c. **Door Frames** – Tom's Handyman noted the doorframes /outside molding should be replaced by vinyl. Brick molding replacement will be covered by the association. Removing storms doors (if needed) to accomplish this will be billed to the owner.

2. **Painting** – Exterior doors were painted and the trim that needed painting was completed. Trim that is not holding paint will be replaced with vinyl.
3. **Landscape** – Whiting's put in \$3000 worth of shrubs. In addition they will continue to observe a couple of trees that might need replacing next year. Gibbs lawn service fixed the edging and Tom's completed mulching around trees.
4. **Exterior repairs** - Tom's repaired siding defects and soffits. Four units had pneumatic jacks installed as a fix for the heaving over hangs that occur during the winter months. Outside lights continue to be a problem. A new photocell bulb is being installed to correct the problem.
5. **Roofing** - \$10,000 in roofing repairs were done by Billman Roofing. This should give us about 3-5 more years of life with the current shingles. After that we will have to look at starting the process for re-roofing the buildings.
6. **Melted fencing, siding and other damages** – Repair expenses will be billed back to homeowners if they caused the damage.
7. **Delinquent accounts** – There were 15 undeliverable notices during the transfer of management companies. All funds are accounted for. We are working on contacting these owners to set up their association dues.
8. **Status on Luecke and Born units from water damage** – 1 unit is in foreclosure and being winterized. The other unit is being monitored to ensure the heat is on.

New Business

1. **Transition to Oxford** – Dissatisfaction with Infinity led to a transfer to Oxford Management Company. Oxford has good capital and a presence in Rochester. They have the means to service our 142 unit association. Oxford charges \$15 per unit for a total of \$2130 per month.

- 2. Transition to Think Bank – close out US Bank and Home Federal accounts** – We are transitioning to Think Bank as their service fees are more competitive.
- 3. Maintenance items needed as identified by Terri & Mike** – Our new maintenance people, Terri & Mike, did a walk through with Scott. Items to be addressed include: new locks for the doggie bags, cleaning the outside lights (as they are full of bugs), cleaning the brick molding, caulking as needed, and remove the sign posts. It was noted that Oxford has a tiered maintenance request system with ASAP being the top priority, next would be 24 hrs., and the third would be within 3 days. The levels are decided upon the type of maintenance needed.
- 4. ACH set up** – Oxford has the ACH set up and will test the system on November 1st. People can expect to see a withdrawal of \$0.00 as a system test.
- 5. Accounting Review from Infinity** – Still in progress
- 6. Financial Review** – Oxford will have financial statements available at the next meeting.
- 7. 2015 Budget Preparation** - Melissa and Joyce will work on the 2015 budget and Joyce will present at the next meeting.
 - a. Increase dues \$5.00 - \$10.00** – A discussion was held on increasing dues. \$5 to offset the increase in Management fees and \$5 to help increase reserves for the future roofing project.
- 8. Web page & vendor updates** - It was approved to spend \$1000 on upgrading the web site to include on-line maintenance requests and forms. With a \$35 per month maintenance fee.

Other Business

- Pat Prum asked for information on our insurance company. Scott noted we are with American Family and have a \$5000 deductible

per occurrence. All homeowners are encouraged to obtain a H06 policy (to cover damages within their units).

- We currently have about 10 out of 142 units as rentals. A discussion was held on keeping rentals at a minimum.
- Sylvia Markham brought up the need for additional street signs as visitors have trouble finding the specific unit numbers. A suggestion was made to have building numbers placed on each building as a start.

Adjournment – Meeting was adjourned at 7:30.

Next Association meeting will be the 13th of January location will be to the **Hampton Inn**.