SODA CREEK CONDOMINIUM ASSOCIATION
ANNUAL HOMEOWNER MEETING
March 12, 2020

I. CALL MEETING TO ORDER

The Soda Creek Condominium Association Annual Homeowner Meeting was called to order at 6:07 p.m. in the Dillon Town Hall.

Board Members Present Were:

Nathan Nosari, President, 497B	Janice Engel, 435F
Ashley Nettles, 397E	

Owners Present (*via teleconference) Were:

Shirley Beaty, 435D	Susan Brind'Amor, 497A*
Cindy Wagner, 495H*	Walter Galdamez, 435G
Michelle Nosari, 497B*	Danielle Root, 497E
Miroslava Sidorin, 397H	Michelle Flynn, 495C
Jason Engel, 435F	Wade Parkinson, 495B
Lori Zick, 397A	

Proxies were received from Eudora Burns-Wagner, Andrew & Sarah Carney, Blanca Cardoza and Jennifer Prim.

Maris Davis of Altitude Law was a guest at the meeting.

Representing Basic Property Management were Eric Nicholds and Jason Blarjeske. Erika Krainz of Summit Management Resources was recording secretary.

II. PROOF OF NOTICE OF MEETING/QUORUM

Notice of the meeting was sent in accordance with the Bylaws. With 15 units represented in person or by proxy a quorum (20 units) was not reached.

Maris Davies explained that official actions cannot be taken at the Annual Meeting without a quorum. It will not be possible to elect a new Board member or vote on the Declarations Amendments. The meeting will be for informational purposes.

III. APPROVAL OF LAST ANNUAL MEETING MINUTES

The February 23, 2019 Annual Meeting minutes could not be approved due to lack of a quorum.

IV. PROPOSED AMENDED & RESTATED DELCARATIONS PRESENTATION

The original governing documents were drafted in 2003 and appear to be a template from another second home community. Altitude Law was engaged to draft updated documents. The drafts were sent to the members, three town hall meetings were held and a survey was conducted. The final draft has been put out to vote and at least 67% of the owners will need to vote in favor for approval. Altitude Law is conducting the vote. The deadline for submission of the ballots is April 28, 2020 at 5:00 p.m.

Maris Davies explained that the three main documents are the Declarations, Bylaws and Articles of Incorporation. All these documents for Soda Creek are outdated and the laws have changed. Some of the requirements are no longer legal. She drafted documents that comply with current law.

The changes address the following areas:

1. Rentals – Short term rentals are prohibited and long term tenants are not allowed to have pets.
2. Parking – The Board is working on the policy. The spots by the Rice Barn are not Association property. Parking of oversized vehicles, trailers and boats will remain prohibited.
3. Smoking Restrictions – Smoking is allowed in units but not on decks or patios and there will be two designated exterior smoking areas.
4. Hardwood Floors – Installation of hardwood floors will be allowed in upper level units with Board approval if it meets sound transmission standards.
5. Deck Storage – Changed to allow storage of some items on decks and patios.
6. Quorum – Changed the 50% quorum requirement.
7. Insurance Requirements – Changed to bare walls policy. Owners will need to confer with their insurance agent about changing their H06 policy if appropriate. Owners should have loss assessment coverage for any hazard or covered loss.
8. Window Ownership - Transferred from individual owners to the Association.

In order to approve the revised documents, 27 owners will have to vote in favor. Voting can be done by mail, submitting a scan or sending a photo of the signed ballot.

V. FINANCIAL REPORT

A. 2019 Year-End Financial Results

Nathan Nosari reported that there was one owner delinquency.

The Association ended 2019 with Total Liabilities and Equity of $558,000 and a Net Operating Deficit of $2,082. Operating Revenue was $1,000 favorable to budget. Operating Expenses were $2,334 favorable to budget. Net Reserve Income was $61,695. Reserve Revenue was $70,000, which was $2,792 favorable to budget and Reserve Expenses were $8,000, which was $505 unfavorable to budget. The financials will be posted on the website.

B. 2020 Operating Budget

Monthly dues were increased 2.82% for 2020 from $355/month to $365/month. There was no increase in 2019. The CPI increase from 2017 – 2019 was 6.13%. The dues will be allocated $222/month to Operating (3.26% increase and 60.8% allocation) and $143/month for Reserves ($2.14% increase and 39.2% allocation). The Reserves were 56% funded in 2013 and are now closer to 70% funded.

Action Item: Eric Nicholds will research the termination clause in the laundry equipment contract.

C. 2020 Capital Budget

The 2020 Capital Budget includes $69,000 in income and $225,000 in expenses for windows and heat exchangers.

The 2019 year-end Reserve balance was $566,000, an increase of $62,000 from the previous year. The 2020 expenses will exceed the revenue if the new Declarations are approved. The deficit will be funded with the Reserve Fund balance. The Reserve Study will be updated after the Declarations are approved.

IV. BOARD REPORT

A. Unfinished Business

Nathan Nosari reviewed the 2020 Board goals:

1. Finish the vote and adopt the new Declarations.
2. Domestic boiler consolidation project with new HVAC contractor.
3. Replace windows.
4. Radon test units.
5. Breezeway/hallway ceilings.
6. Repair brown siding paint.
7. Community clean-up and Barbecue Day in May or early June after the snow melts.
8. Door installation on the dumpster shed.
9. Develop policies if the Declarations Amendment passes.
10. Issue new parking passes if there is a new Parking Policy.

Lori Zick volunteered to coordinate the radon testing and to help with the community clean-up day.
Action Item: Eric Nicholds will obtain free radon testing kits from the County.

Rules and Regulations reminders:

1. One dish is allowed per deck.
2. Guests should not park in front of the building.
3. Owners with third vehicles should not park in front of the buildings.
4. Owners who rent their units long term are required to provide a copy of their rental agreement to the management company.
5. Short term rental of any type is prohibited and owners should notify management of any violations.
6. Cars must be moved for plowing and should be parked by the Rice Barn when owners are out of town.
7. Owners should be considerate of noise levels that can disturb their neighbors.

B. Boilers

This project has been affected by lack of contractor availability.

C. Communications

All Association documents are posted on the website.

D. Renter/Owner Unit Occupancy List

The reason for maintaining this list is to understand how the property is used.

E. Window Committee

Jason Engel has been researching windows for about one year. The complex was built in 1997. The useful life of vinyl windows is 15 – 20 years and the windows are warping, brittle, discoloring and drafty. Failing windows create problems with water intrusion, mold, indoor air quality, structural damage, wood rot and loss of property value. The Declarations amendment will make the windows a common element. Bids were received for three different grades of windows from Jeld Wen, Anderson 100 and Kolbe. Options include energy efficient, removal of internal grids, exterior colors, fiberglass composite or wood composite. The preliminary cost estimates are $300,000 - $400,000, equating to $7,500 - $10,000 per unit. There is a potential for rebates from Xcel. Owners can reduce the cost by removing window coverings and painting their own interiors. Payment options could be by Special Assessment or financing. The Committee will review bids, select a vendor and finalize the window type in April – May. Financing will be put in place in May – June and the order will be placed in June. Installation will occur in August – September and is estimated to take about two weeks per building (one unit per day) with two days of contingency per unit. Interior access will be required. Interior paint touch-up around the windows may be required. Owners should contact the Housing Authority to determine if the investment can be recouped when the unit is sold and if there is a potential for a low interest loan.

V. MANAGEMENT COMPANY REPORT

Eric Nicholds reviewed completed projects and projects under consideration:

1. Installed reflective address signs.
2. Barn doors can be installed on the dumpster shed with a coded lock on the side door for owner use. The cost would be just under $3,000. An electric garage door is not an option since there is no power.
3. A-Peak provided a bid of $4,300 for crack filling the asphalt and $8,400 for asphalt sealing.
4. There has been significant snow load on the roofs this winter. Walter Galdamez was hired to remove the snow and ice.
5. The hot water boiler in Building 395 failed about one month ago. A heat exchanger was added to the other boiler, which has adequate capacity to handle both the heat and hot water. The hot water boilers are being replaced with heat exchangers on the heating boilers as they fail. The contractor has indicated that the boilers should be cleaned annually.
6. A control panel shorted due to condensation and the computer was replaced.
7. There was discussion about overheating of the units in Building 495. Eric Nicholds has turned down the temperature on the boilers and will reduce them further.
8. It was noted that owners should contact Basic to report issues rather than Walter Galdamez.

   Action Item: Eric Nicholds will inform the Board of issues when they occur.

VI. ELECTION OF OFFICERS

Nathan Nosari will be resigning from the Board once a replacement can be found. Ashley Nettles has talked with an owner who has potentially expressed interest in serving. An election could not be conducted due to lack of a quorum. Maris Davies suggested sending a solicitation letter to the owners and conducting the election by mail.

VII. HOMEOWNER FORUM

There was no further discussion.

VIII. ADJOURNMENT

The meeting was adjourned at 8:08 p.m.

Approved By: ____ Date: ____________________

Board Member Signature

Soda Creek Condominiums Annual General Meeting March 12, 2020

Introductions

2019 Board of Directors:

- Nathan Nosari
- Janice Engel
- Ashley Nettles

HOA Management:

by Basic Property Management

- Gary Nicholds
- Eric Nicholds
- Patti Vande Zande (accounting)

Agenda

1. Proof of Notice of Meeting/Quorum
2. Approval of Last Annual Meeting Minutes
3. Amended and Restated Declarations Presentation (w/ HOA legal counsel)
4. Financial Report
5. Board Report
6. Management Company Report
7. Election of Officers
8. Homeowners Forum
9. Adjournment

Governing Document Presentation

Original 2003

<u>Outreach</u>
Town Halls – 3
Survey

<u>Developed Draft</u>
Tonight's presentation is the final version that is being voted on.

<u>Vote</u>
Vote – 67% approval Declarations
Duration – now to 5:00 pm on April 28, 2020

Governing Document Presentation

<u>Changes from Current</u>

- **Annual Meeting Quorum** – within Bylaws
  - 20% of members. Current requirement is 50%.
- **Insurance Requirements –** within Declaration 9.1
  - Bare Walls Policy. Current requirement is At Conveyance.
- **Window Ownership –** within Declaration Exhibit B
  - Limited Common Element. Current ownership is the individual homeowner.
- **Flooring** - within Declaration 7.4
  - Provides the opportunity for 2^{nd} floor owners to install hardwood floors with restrictions compliance.

Governing Document Presentation

<u>Changes from Current</u>

- **Pets** - within Declaration 7.6
  - Max of 3 pets, 2 may be dogs.
  - Renter prohibition remains.
- **Parking –** within Declaration 7.11
  - Allows regulation via Rules, Regulations, and Policies. Current restrictions are Declaration controlled.
- **Storage –** within Declaration 7.12
  - Allows sporting/outdoor equipment to be stored on deck/patio. Max of 2.
- **Smoking** - within Declaration 7.17
  - Provides 2 smoking areas within the common area. Prohibits smoking on decks and patios.
  - NO PROHIBITION within units.

Q & A

Financial Report

Delinquencies

One Unit Delinquent.

Thank you!

Balance Sheet 12/31/2019

	Dec 31, 19	Dec 31, 18	$ Change
ASSETS			
Current Assets			
Checking/Savings			
Alpine Bank - ICS	269,273.06	268,574.17	698.89
Alpine Bank Checking	245,042.20	188,100.82	56,941.38
Alpine Bank Reserve Savings	50,036.99	50,073.51	(36.52)
Total Checking/Savings	564,352.25	506,748.50	57,603.75
Accounts Receivable			
Accounts Receivable	1,467.57	(680.22)	2,147.79
Total Accounts Receivable	1,467.57	(680.22)	2,147.79
Total Current Assets	565,819.82	506,068.28	59,751.54
TOTAL ASSETS	**565,819.82**	**506,068.28**	**59,751.54**
LIABILITIES & EQUITY			
Liabilities			
Current Liabilities			
Accounts Payable			
Accounts Payable	7,389.32	7,250.59	138.73
Total Accounts Payable	7,389.32	7,250.59	138.73
Total Current Liabilities	7,389.32	7,250.59	138.73
Total Liabilities	7,389.32	7,250.59	138.73
Equity			
Reserve Fund	475,318.72	406,016.64	69,302.08
Retained Earnings	23,498.97	18,717.49	4,781.48
Net Income	59,612.81	74,083.56	(14,470.75)
Total Equity	558,430.50	498,817.69	59,612.81
TOTAL LIABILITIES & EQUITY	**565,819.82**	**506,068.28**	**59,751.54**

Revenues and Expenses

Net Operating Income of **($2,082)**

- Operating Revenue exceeded Budget by $1,615.
- Operating Expenses exceeded Budget by $2,334.

Net Reserve Income of **$61,695**

- Reserve Revenue exceeded Budget by $2,792
- Reserve Expenses exceeded Budget by $505.

Operating Income Statement

	Jan - Dec 19	Budget	$ Over Budget
Ordinary Income/Expense			
Income			
Association Dues	103,200.00	103,200.00	0.00
Laundry Revenue	1,413.75		
Late Fees	60.00		
Late Fees & Penalties	56.57		
Operating Interest	85.03		
Total Income	104,815.35	103,200.00	1,615.35
Gross Profit	104,815.35	103,200.00	1,615.35
Expense			
*Administration			
Accounting & Legal	(60.00)	500.00	(560.00)
Insurance	10,705.70	10,600.00	105.70
Management Fee	8,280.00	8,280.00	0.00
Miscellaneous	35.00	150.00	(115.00)
Office Expense	1,836.41	800.00	1,036.41
Total *Administration	20,797.11	20,330.00	467.11
*Repair & Maintenance			
Roof Snow Removal	330.00	2,000.00	(1,670.00)
General Supplies	86.66	760.00	(673.34)
Landscape/Grounds Maintenance	562.22	1,300.00	(737.78)
General Building Maintenance	27,472.86	23,250.00	4,222.86
Total *Repair & Maintenance	28,451.74	27,310.00	1,141.74
*Utilities			
Gas & Electric	17,778.48	18,400.00	(621.52)
Sewer	17,424.00	17,424.00	0.00
Snow Removal	7,570.00	6,500.00	1,070.00
Trash Removal	4,065.80	3,600.00	465.80
Water	10,810.78	11,000.00	(189.22)
Total *Utilities	57,649.06	56,924.00	725.06
Total Expense	106,897.91	104,564.00	2,333.91
Net Ordinary Income	(2,082.56)	(1,364.00)	(718.56

Reserve Income Statement

Other Income/Expense			
Other Income			
Reserve Dues	67,200.00	67,200.00	0.00
Reserve Interest	662.37		
Closing Deposit	2,130.00		
Total Other Income	69,992.37	67,200.00	2,792.37
Other Expense			
Reserve Expense			
Contingency	0.00	5,000.00	(5,000.00)
Declaration Change	8,297.00		
Total Reserve Expense	8,297.00	5,000.00	3,297.00
Total Other Expense	8,297.00	5,000.00	3,297.00
Net Other Income	61,695.37	62,200.00	(504.63)

Resolution – Excess Capital Retention 2020

Resolution of
Soda Creek Condominium Association Inc.
Regarding Capital Contributions

WHEREAS, Soda Creek Condominium Inc ("Association") is a Colorado corporation duly organized and existing under the laws of the State of Colorado, and

WHEREAS, the members desire that the Association shall act in full accordance with the rules and regulations of the Internal Revenue Service ("IRS");

NOW, THEREFORE, the members hereby adopt the following resolution by and on behalf of the Association:

RESOLVED, that amounts collected by or paid to the Association for capital replacement purposes for the fiscal year ended December 31, 2020 shall be set aside for future major repairs and replacements and allocated to capital components as provided by the guidelines established by section 118 of the Internal Revenue Code and IRS Revenue Rulings 75-370 and 75-371. Such amounts shall be deposited into a separate account. Any amounts so added to replacement funds shall be allocated to the various components at the discretion of the Board of Directors.

The resolution is adopted and made part of the minutes of the meeting of ________________________________.

BY: ____

ATTESTED: ____

Resolution – Excess Operating Income 2020

Resolution of
Soda Creek Condominium Association Inc.
Regarding Excess Income Applied Towards Subsequent Year's Expenditures

WHEREAS, Soda Creek Condominium Association Inc. ("Association") is a Colorado corporation duly organized and existing under the laws of the State of Colorado, and

WHEREAS, the members desire that the Association shall act in full accordance with the rules and regulations of the Internal Revenue Service ("IRS");

NOW, THEREFORE, the members hereby adopt the following resolution by and on behalf of the Association:

RESOLVED, that excess membership income over membership expense collected by or paid to the Association for the fiscal year ended December 31, 2020 shall not be directly refunded to owners, but shall be applied against subsequent tax year member assessments as provided by IRS Revenue Ruling 70-604.

The resolution is adopted and made part of the minutes of the meeting of _________________________________.

BY: ____

ATTESTED: ____

Monthly Assessments (Dues)

Applying laundry income to lower increase

Monthly Assessment increases 2.82% for 2020

- From $355 per month to $365 per month.
- There was no increase in 2019. CPI increase from 2017 to 2019 was 6.13%.

Monthly Assessment allocations:

- Operating allocation:
  - $222 per month – 3.26% increase - 60.8% allocation
- Reserve allocation:
  - $143 per month – 2.14% increase - 39.2% allocation

Board Approved 2020 Operating Budget

	Jan - Dec 17	Jan - Dec 18	Jan - Dec 19 Est Year End Results	2019 Budget	2020 Proposed Budget
Ordinary Income/Expense					
Income					
Association Dues	98,400.00	103,200.00	103,200.00	103,200.00	106,560.00
Dues Increase				0.00	0.00
Coin Revenue	1,954.25	1,581.13	1,900.00	0.00	1,400.00
Late Fees	88.66	0.00	86.78	0.00	0.00
Operating Interest	8.09	15.08	102.00	0.00	0.00
Total Income	100,451.00	104,796.21	105,288.78	103,200.00	107,960.00
Gross Profit	100,451.00	104,796.21	105,288.78	103,200.00	**107,960.00**
Expense					
*Administration					
Accounting & Legal	2,726.00	0.00	0.00	500.00	500.00
Insurance	8,205.00	9,767.16	9,500.00	10,600.00	13,310.00
Management Fee	8,050.20	8,280.00	8,280.00	8,280.00	8,528.40
Miscellaneous	244.21	23.15	150.00	150.00	50.00
Office Expense	965.85	846.35	1,500.00	800.00	1,500.00
Total *Administration	20,191.26	18,916.66	19,430.00	20,330.00	**23,888.40**
*Previous Year Overage/(Deficit)					
*Repair & Maintenance					
Roof Snow Removal	2,970.00	0.00	1,500.00	2,000.00	1,500.00
General Supplies	73.67	1.82	90.00	760.00	600.00
Landscape/Grounds Maintenan	1,114.03	1,454.30	1,250.00	1,300.00	1,300.00
General Building Maintenance	22,116.00	24,853.73	23,250.00	0.00	23,250.00
Total *Repair & Maintenance	26,273.70	26,309.85	26,090.00	4,060.00	**26,650.00**
*Utilities					
Gas & Electric	17,589.13	16,833.29	17,000.00	18,400.00	17,000.00
Sewer	17,424.00	17,424.00	17,424.00	17,424.00	17,950.00
Snow Removal	7,890.00	5,748.89	7,500.00	6,500.00	7,500.00
Trash Removal	3,426.00	3,553.95	3,825.00	3,600.00	3,850.00
Water	9,704.48	11,228.09	10,000.00	11,000.00	11,100.00
Total *Utilities	56,033.61	54,788.22	55,749.00	56,924.00	**57,400.00**
Total Expense	102,498.57	100,014.73	101,269.00	81,314.00	**107,938.40**
Net Ordinary Income	(2,047.57)	4,781.48	4,019.78	21,886.00	21.60

Board Approved 2020 Capital Budget

	Jan - Dec 17	Jan - Dec 18	Jan - Dec 19 Est Year End Results	2019 Budget	2020 Proposed Budget	
Other Income/Expense						
Other Income						
Reserve Dues	64,800.00	67,200.00	67,200.00	67,200.00	68,640.00	
Reserve Interest	736.63	1,068.33	690.00	0.00	0.00	
Closing Deposit	3,990.00	6,390.00	1,065.00	0.00	0.00	
Total Other Income	69,526.63	74,658.33	68,955.00	67,200.00	**68,640.00**	
Other Expense						
Reserve Expense						
Annual Improvement		0.00	0.00	0.00	0.00	
Asphalt Sealing/Striping	0.00	0.00	0.00	0.00	40,000.00	
Asphalt	0.00	0.00	0.00	0.00	0.00	
Boiler Replacement	0.00	0.00	0.00	0.00	0.00	
Declaration Changes		5,366.25	5,356.25		5,000.00	
Heat Exchange		0.00	0.00	0.00	68,305.00	
Decks/Fences		0.00	0.00	0.00	0.00	
Landscaping		0.00	0.00			
Building Painting	0.00	0.00	0.00	0.00	0.00	
Windows					100,000.00	TBD
Trash Door					6,000.00	
Contingency	0.00	0.00	0.00	5,000.00	5,000.00	
Trsf Rsv Activity to Fund		0.00	0.00	0.00	0.00	
Total Reserve Expense	0.00	5,366.25	5,356.25	5,000.00	224,305.00	
Total Other Expense	0.00	5,366.25	5,356.25	5,000.00	**224,305.00**	
Net Other Income	69,526.63	69,292.08	63,598.75	62,200.00	**(155,665.00)**	

Reserve Fund Status

- 2019 Year End Balance of **$566k**
  - Grew the Fund by $62k in 2019; achieving 2019 goal of growing Fund $62k
- 2020 expenses will exceed 2020 revenue.
  - If new Declaration passes.
- Deficit will be funded with Reserve Fund Balance.
- Update Reserve Study after Declaration approval.

Board Report

2020 Goals

- Vote/adopt New Declarations
  - Policies
  - New reserve study
  - Review contracts
- Complete Domestic Boiler Consolidation Project
  - Hired new HVAC contractor
- Replace Windows
- Radon test units
- Maintenance
  - Breezeway/Hallway ceilings
  - Repair brown siding paint
- Community Clean-up & BBQ Day

Rules and Regulations

- Members need to pick up after dogs.
- Dogs can not be on decks unattended and shall not relieve themselves while on the decks.
- No nightly rentals, all leases have to be at least 180 days.
  - All leases are required to be submitted to the HOA.
  - Members value that this community does not allow nightly rentals and the transient population.
- Noise, everyone has the right of a quite right of enjoyment. This shall not be infringed upon. Noise includes loud music, television, and talking and heavy walking.
- Disposing of furniture, appliances, and other large items are not allowed in the dumpster… Take it to the landfill. Please notify us if you witness this.
- Satellite Dish’s only one permitted and it must be in operation.
- If you rent your unit, please provide lease copy to the Board or Management Company

Parking Reminders

- Move cars for plowing
- If traveling, leave car by Rice Barn
- Do not park in handicapped spots in front of each building
- 2 car limit per unit

Unfinished Business

Boilers

Contractors have to much work, not enough staff.

Communications

HOA Website

Renter/Owner Unit Occupancy List

Goal is to understand on how our property is used

New Business

Garbage Doors

Goal is prevent non-member use.

Management Company

Do we want to interview other companies?

Window Committee Introductions

2019 Committee Members:

- Jason Engel
- Michele Nosari
- Andy Petre (sp)
- Maraca (sp)

Window Replacement

Window Replacement

What is happening to our windows

- 1997 – Gallon of gas $1.22, Titanic was the top movie
- 15-20 years is the useful life of vinyl windows
- Vinyl is an expensive sounding word for plastic
- Windows are warping, brittle, discoloring, drafty, etc.

Window Replacement

Why replace the windows? Vintage is the new, new.

Failing windows create *epic* problems

- Water intrusion
- Mold, indoor air quality issues
- Structural damage, wood rot
- Not a mater of if, but when
- Loss of property value

Window Replacement

Let me hear more. What's happened to date.

- Declarations modified, windows will be a common elements
- Window committee established
- Bids received for Good, Better and Best
- Jeld Wen – Anderson 100 – Kolbe
- Options:
  - Energy efficient winter/summer
  - Internal grids removed
  - Exterior color
  - Fiberglass composite
  - Wood Composite

Window Replacement

So, what is all this going to cost?

- Preliminary numbers range from $300,000 to $400,000
- Per unit cost at $7,500 to $10,000

Holly moly that's a lot of money… How can we reduce this.

- Xcel rebates are a potential
- Owners can help, removing window coverings, interior painting

How do I pay for this?

- Special assessment – unplanned cost
- HOA looking at financing options

Window Replacement

When is this all happening?

- April – May: Review bids, select vendor, finalize window type.
- May-June: Financing in place
- June: Window ordered
- July – Aug: Windows installed, 1 day per unit
- Sept: Contingency – 30 days, in case we don’t live in a perfect world.

Window Replacement

Ok, I recovered from the sticker shock. How is this going to work?

- All vendors are estimating about 2 weeks per building.
- 1 unit per day, 2 days of contingency per unit
- Interior access is required.
  - 2 feet clear in front of all windows
  - Window coverings removed
  - Pictures close to windows removed off the wall
  - Best practice – valuables removed or locked up
- Interior paint touch up around the windows maybe required.

Window Replacement

Dang that was a lot to take in…

- Questions now?
- Questions later - jengel.co@gmail.com

Property Manager’s Report

Election

Officer Terms

Ashley Nettles – term expires February 2020

Nathan Nosari – term expires February 2021

Janice Engel – term expires February 2022

Owner Forum

Adjournment

SODA CREEK CONDOMINIUM ASSOCIATION
BOARD OF DIRECTORS MEETING
May 8, 2020

I. CALL MEETING TO ORDER

The Soda Creek Condominium Association Board of Directors Meeting was called to order at 8:12 a.m. via teleconference.

Board Members Participating Were:

Nathan Nosari, President, 497B
Janice Engel, 435F
Ashley Nettles, 397E

Maris Davis of Altitude Law was a guest at the meeting.

Representing Basic Property Management were Gary Nicholds and Eric Nicholds. Erika Krainz of Summit Management Resources was recording secretary.

II. BUSINESS

A. Adopt Policies

Motion: Janice Engel moved to adopt the nine new required policies and to adopt the Pet Policy, Parking Policy and Hard Surface Flooring Policy. Ashley Nettles seconded and the motion carried.

B. Window Contract & Financing

White framed windows would be $10,000 less expensive but the Board is leaning toward the sandstone color for aesthetics. Janice Engel will request a final bid from the least expensive vendor. Maris Davis recommended legal review of the final contract before it is signed by the Board.

Nathan Nosari reported that CIT made a business decision last month to not lend to non-clients, so that bank is not an option. Alpine Bank can offer financing at a rate of about 4%. They are running preliminary numbers based on the assessments. Their underwriting process takes about one month. The loan amount will be under $400,000. Janice Engel and Ashley Nettles will draft scenarios for the options. The owner approval process will be the same as budget ratification, i.e. a certain percentage of the membership will have to veto the proposal for it not to pass.

C. Reserve Study Release

Motion: Nate Nosari moved to approve the $1,050 expense for Advanced Reserve Solutions to update the 2013 Reserve Study with a site visit and photos. Ashley Nettles seconded and the motion carried.

D. Insurance Coverage Update

Nathan Nosari has been in contact with the insurance agent and forwarded her the Declarations to start the bare walls policy. She will send him the draft language the

agency provides when an Association switches from "as conveyed" to "bare walls" coverage, which will then be sent out to the owners. Maris Davis recommended sending several reminders to the owners about making sure their coverage is in order.
Action Item: Nathan Nosari will follow up with the agent about the letter and instruct her to make the conversion date July 1st.

E. *Appraisal Update*
Nathan Nosari talked to Fred Ebert about providing a proposal. The goal is to ensure the Association is not overpaying for insurance based on the appraised value.

F. *Boiler – Heat Exchanger Contract*
Alliance Plumbing provided a bid of $6,625 each for the remaining four boilers. Nathan Nosari is waiting for a bid from About Plumbing.
Action Item: Nathan Nosari will follow up with About Plumbing.

G. *Communication*
The Board discussed holding a separate meeting to determine how the new policies will be communicated to the membership. Janice Engle requested that Gary Nicholds forward her a sample spreadsheet that BPM uses to document owner complaints. She would like to improve transparency and operate with the utmost professionalism going forward.

III. ADJOURNMENT

The meeting was adjourned at 8:48 a.m.

Approved By: ______________________________ Date: ______________
Board Member Signature

SODA CREEK CONDOMINIUM ASSOCIATION
BOARD OF DIRECTORS MEETING
May 27, 2020

I. CALL MEETING TO ORDER

The Soda Creek Condominium Association Board of Directors Meeting was called to order at 4:43 p.m. via teleconference.

Board Members Participating Were:

Nathan Nosari, President, 497B	Janice Engel, 435F
Ashley Nettles, 397E	Jason ????

Representing Basic Property Management were Gary Nicholds and Eric Nicholds. Erika Krainz of Summit Management Resources transcribed the minutes from recording.

II. BUSINESS

A. Special Assessment

The windows are scheduled for installation between July and September, starting with Building 435. It is anticipated to take 1.5 weeks per building. Owners will need to vacate their unit for the day while the work is completed.

It was confirmed that the Special Assessment could be vetoed by the owners if at least 51% (21 owners) reject it. The Board agreed to use language "not to exceed $375,000", which would include a contingency. If the owners take a loan for the Special Assessment, they will need to sign a transferrable document that the attorney will draft. The loan term will be 10 – 15 years.

Motion: Janice Engel moved to approve a Special Assessment not to exceed $375,000 to replace all windows in all units including the garage this summer/fall with Anderson 100 windows. Ashley Nettles seconded and the motion carried.

B. Painting

Exterior painting was last done in 2015 and there was a one-year warranty. The cost was $30,880. Janice Engel and Ashley Nettles walked the property on Saturday. Everything needs to be painted except the fascia. Some areas of siding need replacement and some deck pickets need to be reattached or replaced.
Action Item: Gary Nicholds will solicit proposals for painting the siding (not the trim), siding repair/replacement and painting the decks.

C. COVID-19 Dues Reduction

The Board agreed not to reduce dues.

D. Heat Exchangers

Nathan Nosari said there is $68,000 budgeted this year for heat exchangers. Alliance provided a bid of $53,190. About Plumbing has not returned his phone calls. There would be a $6,000 savings if the building that had a new boiler installed a few years ago is not included.

Motion: Ashley Nettles moved to contract with Alliance Plumbing to install heat exchangers in all buildings except Building 495. Nathan Nosari seconded and the motion carried.

E. Roof
There are some damaged shingles on Building 495.
Action Item: Gary Nicholds will ask a roofing contractor to provide an estimate of the remaining useful life of the roofs and a bid for repairs.

F. Asphalt Sealcoat
A-Peak provided a bid of $4,300 for crack sealing and $8,400 for seal coating.

G. Breezeway Ceilings
The breezeway ceiling in Building 435 is in poor condition. Janice Engel thought there might be another material that would be more durable and better suited to that environment.
Action Item: Gary Nicholds will have a contractor to look at the project.

H. Dumpster Door
BUP provided a bid of $2,910 for installation and painting of barn style doors.
Action Item: Eric Nicholds will request more detailed information from the contractor, including the door material and a rendering.

I. Policies
Janice Engel requested creation of a spreadsheet to track all complaints, responses and tasks that have been assigned to Walter, for review at the quarterly Board Meetings. The spreadsheets should be stored on Google Drive where all Board members can access it. The Board would like the parking permits to be a small windshield sticker rather than a hang tag. The stickers should include the license plate number.
Action Item: Gary Nicholds will draft a registration form that can be posted on the website.

III. NEXT MEETING DATE

The next Board Meeting was scheduled for Wednesday, June 17, 2020 at 4:00 p.m. The attorney will be asked to attend to finalize the loan documents for the assessment.

IV. ADJOURNMENT

The meeting was adjourned at 6:04 p.m.

Approved By: ____ Date: _______________
Board Member Signature

SODA CREEK CONDOMINIUM ASSOCIATION
SPECIAL INFORMATIONAL MEETING
June 1, 2020

I. CALL MEETING TO ORDER

The Soda Creek Condominium Association Special Informational Meeting was called to order at 7:06 p.m. via teleconference.

Board members participating were:

Nathan Nosari, President
Ashley Nettles
Janice Engel

Owners participating were:

Michelle Flynn
David Bovitz
Pete & Stephanie Smiel
Christy Hooper
Michele Nosari
Becky Granger
Kristen Hopper
Beth Wells
Brent Morris
Denisse Diaz
Andrew Petrash
Deb Keating
Danielle Root
Jennifer Prim
Eudora Burns Wagner
Mike Nathan
Michele Iblings
Julia Vetrash
Rae Anne Kennedy
Victor Estrada
Wade Parkinson

Representing Basic Property Management was Gary Nicholds. Erika Krainz of Summit Management Resources was recording secretary.

II. WINDOWS ASSESSMENT

Janice Engel presented a Power Point on the window replacement

A. Rationale for Window Replacement

The existing have exceed their useful life and they are failing. This condition creates significant problems, including water intrusion, mold, poor indoor air quality, structural damage and wood rot, potentially reducing property values. It is currently possible to obtain favorable loan terms (a fixed 4% interest rate with a ten-year term), and to plan for the construction on the Association's terms.

B. Cost

The project budget established by the Board is not to exceed $375,000, but it is anticipated the actual cost will be closer to $320,000. The Window Committee looked at several quality options ("good", "better" or "best") for Anderson windows and selected the "better" option of the Anderson 100 product.

The seven lower front side units have more windows than the back or upper units so the cost will be a bit higher for those owners. Each individual assessment will be based on the actual number of windows and cost per unit. The Association will pay for the garage windows. Owners will need to remove their window coverings and provide three feet of clearance in front of all windows to avoid a $75/hour charge from the contractor to move these items.

The windows were not included in the Reserve Study and the expense is unplanned. There are two options for payment; owners can pay in full up front or finance the expense by participating in a loan that will be taken out by the Association with a ten-year repayment and no pre-payment penalty. Owners can always pursue financing individually.

The Association will be applying for multi-family Xcel rebates to reduce the cost but there is no guarantee any funds will be received. Any rebates will be allocated on a *pro rata* basis per unit.

The Board is recommending a $60,000 contribution from the Reserve Fund to fund the garage windows and other project expenses.

C. *Material Specifications*

All windows and patio doors will be replaced with the Anderson 100 product. These windows have a 40 year estimated useful life, a 20 year warranty on glass/glazing/seals, a 10 year warranty on other components and a 10 year warranty on installation. The windows will not have any mullions. The interior frame will be white and the exterior will be sandstone. The latches will be metal. The exterior window trim will be painted with the same green as the existing.

D. *Timeline*

The windows will be ordered in June with replacement to start in July with completion in September. The contractor is allocating eight days per building. Owners will be asked to sign up for a date within an eight-day window. Owners who do not sign up will be assigned a date. Owners may need to touch up paint around the window interiors after the installation. The contractor will need to have access to the unit interiors. Pictures on walls close to the windows should be taken down and valuables removed or locked up.

The Budget ratification meeting will be June 15th. The vendor contractor will be signed in June, the window order will be placed and the preliminary installation schedule will be communicated to owners. In July, the updated installation schedule will be communicated to owners and the assessment notification will be sent to owners with two payment options.

E. *Owner Questions & Comments*

1. Ashley Nettles said owners who select the ten-year financing option and sell their unit during the repayment period should negotiate with the buyers to recoup their investment.
2. Jennifer Prim asked why owners with more windows were responsible for the additional cost. Janice Engel explained that the cost is based on the actual materials and labor. Nathan Nosari noted that other operating costs are based on

the number of units rather than square footage because the units are all the same size horizontally. Vertically, the front side units have more window square footage.

3. Andrew Petrash asked if the windows could be upgraded to casement instead of single hung. Janice Engle said the Board did not consider allowing upgrades. The outside appearance needs to be consistent and the primary concern was keeping costs down. The Board could possibly survey the owners to determine the level of interest in upgrades.
4. Michele Iblings asked if the loan interest would be tax deductible. Nathan Nosari recommended she consult with her accountant. He can explore a few scenarios with the Association accountant.
4. Janice Engel said the loan repayment will be a separate line item on the owner statements.
5. Brent Morris asked if the loan payment could be rolled into the monthly dues so the debt could be transferable to new owners. Nathan Nosari said this was explored but it was not possible to do this equitably based on the different levels of assessment.
6. Michele Iblings asked if windows will be energy efficient and qualify for a tax credit. Nathan Nosari responded that since the Association does not pay income tax, there would not be any opportunity for a tax credit. Janice Engel did not think windows qualified for energy saving rebates.
7. Ashley Nettles requested addition of a column on the spreadsheet that quantifies the savings for owners who pay in full up front instead of taking the loan option.
8. Nathan Nosari will post the loan amortization schedule online. He will contact an Accountant about checking the loan payment amounts for all units before finalizing.

III. NOTICE OF BUDGET RATIFICATION MEETING

The Budget Ratification Meeting will be Monday, June 15, 2020 at 7:00 p.m. via Zoom. A mailing and email will be sent to all owners tomorrow. The budget will be ratified unless at least 51% of the ownership vote in opposition.

IV. ADJOURNMENT

The meeting was adjourned at 8:11 p.m.

Approved By: ____ Date: ______________

Board Member Signature

SODA CREEK CONDOMINIUM ASSOCIATION
BOARD OF DIRECTORS MEETING
June 1, 2020

I. CALL MEETING TO ORDER

The Soda Creek Condominium Association Board of Directors Meeting was called to order at 4:30 p.m. via teleconference.

Board members participating were:

Nathan Nosari, President
Janice Engel
Ashley Nettles

Attorney Maris Davis of Altitude Law was a guest at the meeting.

Representing Basic Property Management were Gary Nicholds and Eric Nicholds. Erika Krainz of Summit Management Resources was recording secretary.

II. WINDOWS ASSESSMENT & LOAN AGREEMENTS

For the bank loan, there had to be an official meeting of the membership to pass the Special Assessment. Maris Davis can draft an opinion letter if needed, and will draft a document for owners who are going to take the loan. A communication will be sent to the owners the first week of July with the payment options and a request for a response by the end of the month. There will not be any pre-payment penalty with Alpine Bank. The Board will contact any owners who do not respond by the deadline.

It was confirmed that owners will be able to make a down payment to save some interest. This should be offered as the third payment option. Management will need to establish a tracking system.

Action Item: Nathan Nosari will create an amortization schedule for each individual unit and upload it to the website.

An owner emailed Nathan Nosari yesterday to inform him that he had new windows installed three or four years ago. The options would be to buy the windows from the owner or to have a sliding scale to depreciate the windows. Janice Engel was concerned about setting a precedent. Maris Davis advised against paying the owner for the windows.

III. WINDOW COMMUNICATIONS/INSTALL PLAN

The next steps include the following:

1. Develop a schedule.
2. Allow owners to sign up for a preferred replacement date.
3. Notify owners about process of work and identify an onsite facilitator for the day of installation.
4. Send owners a reminder about clearing the window coverings.

Gary Nicholds said the onsite supervision is usually handled by a general contractor. The notification to the owners can be sent by mail, emailed and taped to the doors (in English and Spanish). Owners will be responsible for informing their rental tenants.

Jason Engel suggested starting with one building with an eight-day window for completion. Owners should be able to sign up for their preferred date and if they do not, they will be assigned a date. Owners should be reminded that they will be charged for removal of window coverings if they do not do it themselves. Any owners who refuse access to their unit will be referred to the attorney.

Ashley Nettles suggested having a point person for each building. She will work on a list of potential people and a list of their responsibilities. Janice Engel will draft the communication to owners that can be sent as a separate second letter with the letter from the attorney.

The confirmed shipping date is expected from Anderson on Friday and is projected to be around the week of July 20th.

IV. CEILING/SIDING/PAINTING/ROOFING/DUMPSTER DOOR BIDS

Eric Nicholds reviewed the bids:

1. Seal Coating and Crack Sealing – Eric Nicholds has one bid for $12,700 and is waiting for a bid from a second contractor.
2. Dumpster Door – A $2,900 bid was received but the contractor did not provide a drawing. Spinner Construction will be submitting a bid and drawing for a door with a steel frame. Spinner indicated the cost would be $3,500 just for the welder's work.
3. Roof – Ken Martin has done roof work at the property in the past. Gary Nicholds has asked him to repair the loose shingles, and to provide an estimate of the remaining useful life of the roof and an approximate cost for replacement. He indicated he would be able to do this in the next few weeks. The Board authorized a $600 expense to hire Turner Morris for an evaluation.
4. Breezeways – There is a leak in the flat roof over one of the breezeways. Chris Addis will be asked to look at the breezeway ceilings and siding. Removing snow from the roof might mitigate the leaking.
5. Painting and Siding – Old World, Great Divide and Allman Painting have all been on site and should be providing bids next week. The irrigation sprinkler heads will be checked and adjusted as needed to direct the spray away from the siding. The painting will be done sometime in September after the windows are installed. Gary Nicholds will walk the property with a carpenter to identify any siding that needs to be replaced.

V. PET & PARKING POLICIES

Notice needs to be sent to the owners about the new policies, which are posted on the website, and the implementation. Janice Engel said the Pet Policy includes a registration fee and a requirement for DNA testing. For the Parking Policy, there will be stickers and owners will be required to register their vehicles. Since management is only on site about once weekly, it is hoped the local owners will help with policing both programs.

Action Item: Gary Nicholds will review the policies and provide a recommendation for a process for notification and registration.

Action Item: Maris Davis will draft a letter to the owners informing them that the updated policies have been posted on the website and are effective immediately, and that the Pet and Parking Policies are being revised and will be implemented once completed. This letter will be sent to the owners with the two other letters discussed earlier during the meeting, all on different colored paper.

VI. OWNER COMPLAINT & MAINTENANCE TRACKING/REPORTING RECO
Discussion of this agenda item was tabled.

VII. NEXT MEETING DATE
The Board will meet July 1, 2020 at 4:00 – 5:30 p.m. to review bids.

VIII. ADJOURNMENT
The meeting was adjourned at 6:06 p.m.

Approved By: ____ Date: ______________
Board Member Signature

SODA CREEK CONDOMINIUM ASSOCIATION
BUDGET MEETING
June 29, 2020

I. CALL MEETING TO ORDER

The Soda Creek Condominium Association Budget Meeting was called to order at 7:04 p.m. via teleconference.

Board members participating were:

- Nathan Nosari, President
- Janice Engel
- Ashley Nettles

Owners participating were:

- Deb Keating
- Danielle Root
- Pete & Stephanie Smiel
- Jennifer Prim
- Eudora Burns Wagner
- Becky Granger
- Michele Iblings
- Beth Wells
- Denisse & Omar Diaz
- Bea Weaver
- Rafael Parente
- Shirley Beatty
- Mirka Sidorin

Erika Krainz of Summit Management Resources was recording secretary.

II. SPECIAL ASSESSMENT

Nathan Nosari explained that per CCIOA, it requires a vote in opposition by at least 51% of the owners to reject the Special Assessment. Since there was not 51% of the membership represented at this meeting, the Special Assessment was deemed approved.

The Association will be contributing $60,000 toward the window cost. A spreadsheet with the costs for each unit was reviewed. It is posted on the website. The Association will take a 10-year loan at 4% that will be available to all owners. Owners can pay in full up front, pay a down payment of any amount and monthly installments, pay the entire balance through monthly installments or take out a loan through their private bank. There will not be any mark-up on the loan to the owners and there is no loan pre-payment penalty.

All owners will receive a letter that explains the payment options. Deed restricted front side owners should reach out to the Housing Authority. Windows and other improvements can now be claimed as capital improvements and increase the resale value.

The CPA opinion letter regarding the tax implications is posted on the website.

All payment elections are due July 31st. Owners who do not select a payment option will automatically be assigned to the 10-year loan repayment plan. Payments will start October 1st. Installation should be completed by late August or early September.

The windows are Anderson 100 without mullions. Janice Engel will provide a website link so owners can review the window specifications. An application has been submitted to Xcel Energy for any available rebates and any savings will be passed on to the owners.
Action Item: Bea Weaver volunteered to research tax credits for the energy saving windows.

To facilitate the installation process, one owner has volunteered to serve as the contact in each building. Each building is allocated one week and each unit should take about one day. Five owners will be able to pick their specific installation day and the other owners will pick a from a three-day date range. Each building will have eight time slots and work will start on the highest numbered building on July 27th. Any owner who cannot be home during their installation slot can delegate responsibility for providing access to a friend or to the Board.

Walter Galdamez may be able to provide guidance for removing the blinds at individual owner expense. The internet is also a good source for instructions. The window installers will charge $75/hour to remove drapes or move furniture, which should be 3' away from windows. Any expense incurred will be paid by the Association and billed to the owner.

Owners should ensure that Basic Property Management has accurate contact information. Owners should receive a communication from the Association later this week or early next week.

III. ADJOURNMENT

The meeting was adjourned at 7:43 p.m.

Approved By: ____ Date: ______________

Board Member Signature

SODA CREEK CONDOMINIUM ASSOCIATION
BUDGET MEETING
July 1, 2020

I. CALL MEETING TO ORDER

The Soda Creek Condominium Association Budget Meeting was called to order at 4:05 p.m. via teleconference.

Board members participating were:

Nathan Nosari, President   Janice Engel

Gary Nicholds and Eric Nicholds participated on the call.

Attorney Maris Davis was a guest on the call. Erika Krainz of Summit Management Resources was recording secretary.

II. APPROVAL OF PREVIOUS MEETING MINUTES

There are several sets of minutes to be approved at the next Board Meeting.

III. LOAN REQUIREMENTS

The bank has requested copies of the meeting minutes, a list of the current Board members and Officer positions, a copy of the Management Agreement, the final estimate and contract for the windows, the Balance Sheet and the Reserve Study.

IV. SPECIAL ASSESSMENT

Since there was not representation by at least 51% of the owners at the Special Assessment meeting who voted in opposition, the Special Assessment was deemed approved.

V. WINDOW INSTALLATION PROJECT

Janice Engels requested that the window installation schedule be sent to owners tomorrow. There will be three different letters in this mailing and each one should be on a different color paper. Two copies of each should be printed with one copy sent in the first mailing on Monday and the second put on the doors on Tuesday. There will be an on site pre-construction meeting on July 9th at 9:00 a.m.

Action Item: Gary Nicholds will add the contact information for the individual building coordinators to the notice being sent to the owners.
Action Item: Gary Nicholds will send the Board the most recent list of owner phone numbers and emails.

VI. OTHER BUSINESS

A. Roof Inspection

Ked Martin sent an email. He indicated that some roof repairs are needed. His bid to repair #1 - #5 on his inspection list was $2,460. He estimates the roof should have about ten more years of useful life with regular maintenance. His invoice for the inspection was $450. Turner Morris just submitted their report and their bid to make necessary repairs was $600 higher than Ked Martin.

Motion: Nathan Nosari moved to approve the roof repairs by Ked Martin per his bid. Janice Engel seconded and the motion carried.

The Turner Morris report noted a missing chimney cap.
Action Item: Eric Nicholds will ask Alliance Plumbing and Heating to replace the chimney cap if necessary.

B. *Asphalt Bid*
The Double M bid is $9,767 for seal coating and $4,780 for crack sealing. The A-Peak bid was $12,700 and a third contractor declined to provide bid.

Motion: Janice Engel moved to proceed with the A-Peak bid of $12,700 for seal coating and crack sealing to be done in September or after completion of the windows. Nathan Nosari seconded and the motion carried.

C. *Painting Bid*
Bids were receivexd from Old World – $40,990 (body only), $5,390 (deck floors) and $11,150 (railings and other deck items), Great Divide - $48,000 (body) and $21,600 (deck rails and stair pickets) and Allman - $34,800 (siding, deck surfaces and railings).

Motion: Nathan Nosari moved to approve the Allman Painting bid for $34,800 to paint the buildings after completion of the window project. Janice Engel seconded and the motion carried.

Janice Engel requested that the painter be instructed to scrape all areas that have bubbled before painting. She noted that some of the siding boards, corners and pickets need to be repaired or replaced. Gary Nicholds is trying to find a contractor willing to take on the siding repair project.
Action Item: Eric Nicholds will ask Walter Galdamez to check every picket, tighten any that are loose and replace any that cannot be repaired.

D. *Dumpster Door*
Spinner Construction is looking at the dumpster shed but has not yet responded.

E. *Breezeway Ceilings*
A contractor will be on site next week to look at the breezeways.
Action Item: Gary Nicholds will do further research on the commercial product suggested by Jason Engel.

F. *Parking Policy Implementation*
The Parking Policy will be sent to all new owners in the welcome packet. New owners will be given two parking passes. The parking tags will have the unit number. The car registration form will be sent to all current owners and will be available on the website. Owners can submit the registration form by email, regular mail or drop it off at the

BPM office. Owners who are concerned about unauthorized parking can volunteer to serve as the monitor for their building and report vehicles to management.

G. Pet Policy

Gary Nicholds anticipates enforcement of the Pet Policy will be challenging since some of the feces are from dogs being walked on the bike path. Janice Engel clarified that it is not the intent to DNA test all feces but rather to use the test when there is an ongoing problem in a specific area. Owners who have unregistered pets will receive an automatic warning and fine. If the test is used and the owner of the pet is identified, the owner will be charged the testing fee. The Poo Prints company information was forwarded to the Board. The company will come to the property to collect samples. Owners will be charged a fee per pet when they send in their registration. The revenue will be credited to the general operating fund to offset the cost of the doggie bag stations. Janice recommended rolling out this policy in two phases, starting with registration, in late July or early August. The DNA registration would be in the second phase later in the fall.

Action Item: The Board will review the Poo Prints information.

VII. SET NEXT MEETING DATE

The next Board Meeting will be Wednesday, July 22, 2020.

VIII. ADJOURNMENT

The meeting was adjourned at 5:35 p.m.

Approved By: ____ Date: ______________

Board Member Signature

SODA CREEK CONDOMINIUM ASSOCIATION
BOARD OF DIRECTORS MEETING
December 17, 2020

I. CALL MEETING TO ORDER

The Soda Creek Condominium Association Board of Directors Meeting was called to order by Nathan Nosari at 7:09 p.m. via teleconference.

Board members participating were:

Nathan Nosari, President, 497B
Janice Engel, 435F
Ashley Nettles, 397E

Owners participating were Eudora Burns-Wagner (495H), Jennifer Prim, Danielle Root (497E), Becky Granger (397G) and Michelle Iblings (395C).

Representing Basic Property Management (BPM) were Gary Nicholds, Eric Nicholds and Kerry Hartnett.

Erika Krainz of Summit Management Resources was recording secretary.

II. 2021 BUDGET

Nathan Nosari stated that the 2021 Budget was approved by the Board. Unless 51% of the entire membership rejects the budget, it will be deemed ratified.

The Association is projected to end the year with a $4,218 Operating deficit and Net Reserve Income of $57,200. Reserve expenses totaled $184,172 excluding the windows. The 2020 financials will be audited for the first time since the Association's inception.

The 2021 dues will increase 4.11% from $365/unit/month to $380/unit/month with $275 (23.87% increase) allocated to Operating and $105 (26.57% increase) allocated to Reserves. The BPM contract expired in September. The agreement is now month to month at market rate.

Nathan Nosari reviewed the significant line item increases:

1. Total Income – increased from $107,960 to $133,800. New line items were added for 3rd Vehicle Fees, Pet Registration and Pet DNA Testing Fees.
2. Accounting – increased from $500 to $1,000.
3. Audit – added a new line item for $2,500.
4. Insurance – decreased from $13,310 to $12,200 based on the new bare walls policy.
5. Management Fee – increased from $8,528 to $23,820 based on market rate.
6. Office Expense – decreased from $1,500 to $1,000.
7. Previous Year Deficit – added a new line item for $4,218 to cover the prior year deficit.
8. General Building Maintenance – increased from $23,250 to $26,058.
9. Snow Removal – increased from $7,500 to $8,000.
10. Trash Removal – increased from $3,850 to $4,972 for larger bins.
11. Net Ordinary Income/(Loss) – ($623).

Reserve Budget:

1. Reserve Dues – reduced from $68,640 to $50,400. Total Revenue at year-end is projected to be $472,080.
2. Expenses – Windows $22,089 (offset by owner payments), Trash Door $8,500, Breezeway Ceiling $15,000 and Contingency $5,000. The projected year-end balance is $421,490.

A Reserve Study was done in 2020. It indicates the Reserves are currently 65.68% funded. The recommended monthly contribution is $132/unit and the budget is $105/unit. The 2020 contribution was $143/unit/month.

Dues will be $380/unit/month in 2021 and will increase 3.95% in 2022 to $395/unit/month. The annual increases for the following three years will be about 2.5%.

III. PARKING MANAGEMENT

All vehicles must be registered. Parking passes were sent out to owners today. There is a limit of two vehicles per unit and there will be a lottery process for third vehicles (details forthcoming). Enforcement has started. New signs have been added for eight guest parking spaces left of the mailboxes.

IV. PET AND DOG WASTE MANAGEMENT

Only unit owners are allowed to have pets, with a total of three and a maximum of two dogs. All dogs must be registered and DNA-tested. The enforcement will be focused on identifying habitual offenders. There will be some reliance on assistance from owners to identify violations.

V. PROJECT FEEDBACK

1. Painting – Some paint was splashed on the screen at 397G. Some owners were not notified of the painting schedule in advance. Items were not moved and have paint spills. The painters left trash around the property.
   Action Item: Nathan Nosari will contact Anderson about getting some new screens.
2. Boilers – There were some flushing issues and problems getting the heat exchangers back on, which resulted in a lack of hot water in some units for several days.
3. Laundry Room – There was a leak in the laundry room by 497E and the ceiling needs to be repainted. Gary Nicholds said he has spoken to Walter about this repair.
4. Breezeway Ceiling – The ceiling surface needs some repair. The problem may be related to the environment.
5. Windows – Some windows ice up. Moisture readings were taken and did not register any moisture in the cavity of the buildings. Moisture sensors will be placed outside and in three units.

VI. ADJOURNMENT

The meeting was adjourned at 8:10 p.m.

Approved By: ____ Date: _______________
Board Member Signature