

**MESA RIDGE TOWNHOME ASSOCIATION
BOARD OF DIRECTORS MEETING
Minutes of June 19, 2014**

PRESENT:	Ray Fallon	President
	Jim Arnold	Vice President
	Fred Gray	Secretary/Treasurer
	Dee Benton	Director
ALSO PRESENT:	Keith Lammey	Association Manager & BMSA Delegate
ABSENT:	Derek Hansen*	Director
	*Attended but arrived late	

Board of Directors Meeting

The meeting was called to order at 3:00 PM by Ray Fallon, President.

Approval of Minutes

A **motion** was duly made by Dee Benton and seconded by Jim Arnold to approve the March 20, 2014 Board of Directors meeting minutes. *Passed.*

Approval of Financial Reports through May 2014

A **motion** was duly made by Fred Gray and seconded by Jim Arnold to approve the financial reports through May 2014, subject to audit. *Passed.*

New Business

Review/Approve Cooler Contract

The Association Manager presented the proposed cooler start up and shut down contract for the summer season. The contract was with TD Services, LLC (Tom Dowdy) and identical to the prior season's contract except with TD Services, LLC rather than with Joseph Cabrall. Tom Dowdy provided these services to Mesa Ridge several years ago. Following a review and brief discussion regarding the proposed contract, a **motion** was duly made by Fred Gray and seconded by Dee Benton to approve the proposed cooler start up and shut down contract with TD Services, LLC. *Passed.*

Review/Approve Painting Contract

The Association Manager presented the proposed painting contract with Brigid O'Leary, dba O'Leary Painting. The contract was for painting 1,2, 3 West Ridge Ct., 16-19 West Ridge Ct., 24-27 West Ridge Ct., 28-31 West Ridge Ct. at the same price as the prior years for the same size and style of townhome, except for the 3-plex (1,2,3 West Ridge Ct.) The fee for the 3-plex was \$1,200 for materials and \$4,500 for labor and was the same price that the Association paid to have the 3-plex painted eight years ago. Following a review and brief discussion regarding how pleased the Association has been with the quality of the painting in all of the work that Brigid O'Leary has done for the past several years, a **motion** was duly made by Dee Benton and seconded by Fred Gray to approve the proposed painting contract with Brigid O'Leary. *Passed.*

Review/Approve Roofing Bid/Contract

The Association Manager presented the CJ Construction bid and proposed roofing contract to re-roof 124 – South Ridge Ct. and 211 – 217 South Ridge Ct. The \$13,990 bid for each of the duplexes was slightly higher than last year's \$13,500. Following a review and brief discussion regarding how pleased the Association has been with the quality of CJ's prior work, a **motion** was duly made by Jim Arnold and seconded by Dee Benton to accept the CJ Construction bid and to approve the proposed roofing contract. *Passed.*

Review/Approve Asphalt Crack Fill Bid

The Association Manager presented the Alpine Pavement Maintenance, Inc. bid to crack fill the asphalt streets in the Mesa Ridge Townhome Association. The \$4,000 bid was the same price as when the work was done three or four years ago. Following a review and brief discussion regarding how pleased the Association has been with the quality of Alpine Pavement Maintenance's prior work, a **motion** was duly made by Jim Arnold and seconded by Fred Gray to accept the Alpine Pavement Maintenance, Inc. bid. *Passed.*

Review/Approve Concrete Replacement

The Association Manager explained that although the Association completed several high priority concrete projects last year, several concrete projects were deemed to be lower priority projects and were deferred. These projects included:

- 29 West Ridge Ct. - \$2,700
- 23 West Ridge Ct. - \$4,200
- 21 West Ridge Ct. - \$2,000
- 21 and 22 West Ridge Ct. - \$3,000

Additionally, the Association Manager explained that many additional concrete projects had been identified including a high priority project at 11 North Ridge Ct. which involves replacing a section of the driveway that had cracked and risen creating a trip hazard.

Tom Krabbe Construction had provided bids for the additional projects including:

- 11 North Ridge Ct. - \$1,000
- 21 North Ridge Ct. - \$750
- 20 North Ridge Ct. - \$150
- South Ridge Ct. at Dog Bone – V-pan and Curb/Gutter – \$3,300
- 196 South Ridge Ct. - \$500
- 216 South Ridge Ct. - \$2,368
- 29 West Ridge Ct. - \$2,717
- 23 West Ridge Ct. - \$4,200
- 35 East Ridge Ct. - \$3,500
- 41 East Ridge Ct. - \$5,025

President Fallon asked Gene Pickett if he and the Architectural / Landscape Committee wanted to provide input on which of these additional projects were the highest priorities and which projects should be deferred. Mr. Pickett stated that he would prefer to defer to others on this issue. The Association Manager then agreed to review the projects and determine which were the highest priorities and which could be deferred.

After a brief discussion of the matter, the board directed the Association Manager to proceed with the concrete repairs at 11 North Ridge Ct. and the other concrete projects on the list that were deemed to be high priority.

Discuss Declaration's Rewrite

At the Board's request, the Association Manager had obtained a cost estimate from Western Law Group, LLC for updating the Association's Declarations. Western Law Group, LLC's email reply dated May 15, 2014 estimated the cost at between \$7,000 and \$16,000 based upon their experience with rewrites for other HOA's. The actual cost, per Western Law Group's Chris Gray, would depend on many factors but primarily upon how extensive the rewrite was.

The general consensus of the board was that given the Association's pressing maintenance issues such as roofing, painting, concrete and asphalt, any rewrite of the Declarations should wait until the Association had a larger reserve fund balance.

Define Cooler Maintenance

During the discussion of the cooler start up and cooler shut down contract earlier in the meeting President Fallon suggested that the Association consider excluding the replacement of swamp cooler motors from the Association's cooler maintenance program. The board discussed the concept of transferring motor replacement from the Association's responsibility over to each individual Unit Owner and the pros and cons of same. Some board members expressed their opinion that since the motor is fairly expensive and the Association paid for motor replacement, it is likely that some Unit Owners may have delayed replacing a generally worn out cooler. If this occurs, the Association cooler maintenance program costs would be higher because a generally "worn out" cooler is more expensive to maintain. Following this discussion, a **motion** was duly made by Dee Benton and seconded by Fred Gray to revise the cooler maintenance program. Under the revised program the Association will provide the cooler start up, shut down and all of the routine summer cooler maintenance, except cooler replacement *and motor replacement*. If the motor fails the cost of a replacement motor will be a Unit Owner expense; however, the Association will bear the labor cost of installing the motors. ***Passed.***

Document Review Request Reply Letters

In the weeks leading up to this meeting, three Unit Owner's had submitted a document review request and the Association had provided the requested documents unless the documents had not been properly defined or weren't documents that are available via a document request. Following their review of the documents, these members submitted written questions regarding the provided documents. At this point in the meeting, President Fallon hand delivered the Association's response letters to the three Unit Owners.

Old Business

Discuss/Approve Next Steps – 192 South Ridge Ct.

Various steps had been taken in the period prior to the meeting to identify and correct a small crawl space water issue at 192 South Ridge Ct. The water source had been identified; however, the board indicated that addition steps may be needed to assure that the problem had been corrected. The Association Manager recapped the events leading up to the problem, what corrective steps had been taken to date and two bids from contractors as next steps in the process. The board directed the Association Manager to work with the owners of 192 South Ridge Ct. to arrange for Kuersten Construction, LLC to complete the repair of the footer and wall and for Stan's Plumbing & Heating Service, Inc. to install a de-watering sump basin and pump as additional protection against possible future water issues at this property.

Committee Reports

BMSA Delegate

Due to the late hour, no BMSA Delegate report was provided.

Owners Open Forum

Approximately eighteen Unit Owners attended the meeting. Most of the comments were general in nature and required no specific action by the board thus none was taken.

Adjournment

With no further business to come before the Board, a **motion** was duly made by Fred Gray and seconded by Dee Benton to adjourn the meeting at 5:38 PM. *Passed.*