

Oct 28, 2024

## **SUMMARIES AND ACTION ITEMS**

### **Heat Tape**

- Isaiah updated us about his heat tape concerns, we will sync offline for a decision so we can make sure and involve Tyler
- **ACTION ITEM:** make a plan for educating home owners during freeze season (maybe add to agenda for closer to January. Could be done offline)

### **Meeting Minutes**

- **ACTION ITEM:** Prof to upload 2024 meeting minutes to Mercer Park site (Curtis gave them necessary permissions and showed them how)
- **ACTION ITEM:** Prof to print meetings summary (what you're reading RIGHT NOW) to post in clubhouse.

### **Open Forum**

- Juan to get more information from Isaiah about any moss prep that was done on curb painting to answer Carol's concerns about moss starting to grow again.
- Carol asked about issues with absentee home owners during freeze season (if no one is around to do freeze prep for that unit). Prof made a note to bring it up in rules review as a potential addition, though Juan mentioned it would be difficult to prove negligence
- **ACTION ITEM:** Prof to bring up this at next rules review

### **Trash Enclosures**

- One of the enclosures' posts has rot and will have to be replaced. We still haven't hit the \$20k cap for time and materials for this project, but will be notified before we get close to any overages
- Priority is to get the trash enclosure work done quickly since we're already in rainy season
- **ACTION ITEM:** Carol to send photos of uneven board levels to Juan for quality assessment

### **HOA Rules Update**

- Board is almost finished, just has leasing section to revise. Next step would be for our lawyer to look over it and then adopt at the next monthly meeting. The goal is to shoot for November, but budget assessment work might push this into December.

### **Budget/Reserve Study**

- Juan went over it at a high level and called out any notable sections
- **ACTION ITEM:** Board to meet next week to discuss the numbers in depth, with the goal of notifying homeowners by Nov 11 so that we can ratify at the November HOA meeting
- **ACTION ITEM:** Bulent to reach out to Curtis to assist with comparison research of other HOA fees at properties in the area

Next meeting date:

- Tentatively set for Nov 25, need to confirm with Tyler
- 

## FULL MEETING NOTES

Call to order 6:31

### **Water restoration updates**

Heat Tape

- Concerns about putting in heat tape, Isaiah Says he's never seen heat tape used in a multifamily setting, worried about fire risk, complexity of installation due to overlapping pipes and potentially installing against manufacture instructions. Concerned about 3-5 year temporary solution, could pose fire risk if not regularly replaced, or if it's damaged by other contractors. Feels that the way they're insulating the wall with conditioned space will be enough.
- Jim thought heat tape was only going to be on pipes leading out to hose bib. Isaiah says the approved change order is to put tape on all the pipes in the garage. Manufacturer also says to not use it on pipes enclosed behind a wall.
- Curtis gave context to his recommend of heat tape in his other building in a snow cabin as an example of heat tape in temporary use lasting much longer. Replacing tape would be added to reserve study as a maintenance item.
- Isaiah explains how the conditioned space improvement is different than before. Extra wall outside bathroom, insulated wall to outside, but not to bathroom to allow

living space to heat those pipes. Insulating attic roof which is new. Note that this would protect the bathroom pipes but not necessarily the sprinkler pipes

#### **Billable Hour Billbacks**

- Joan asked for clarity on whether the bills are sent to homeowners with the expectation that homeowners will pay them, or if they will be rolled into special assessment
- Portion that was billed to homeowner is their individual part (for the 12 units affected), the rest of the repairs that HOA had to do will be in the special assessment

#### **Meeting minutes**

- Prof will learn how post the minutes to the portal from Curtis after this meeting

#### **Open Forum**

- Carol: concerned about curbs, wondered if they were treated for moss before painting and if the paint was the correct type because dark spots are starting to come through and that moss problem might return in 6ish months or so. Juan will get prep details from Isaiah to see what the moss situation
- Carol: heat tape, asked about Isaiah's comments about not being an expert in the insulation stuff. Juan clarified that he was talking specifically about installing heat tape in multifamily residences.
- Carol: if homeowners have unoccupied unit and we have a freeze, do they have any liability? Juan says if we wanted to add any rules about extended leaves, would be difficult to prove the negligence. We could consider putting it into the rules update about extended leaves during freeze season

#### **Fire Testing System**

- New vendor from Western State, preparing to schedule an inspection so we can give 30 days notice

#### **Trash enclosure process**

- Found some rot in one of the enclosure posts that he'll have to replace. Will notify when we approach the cap (no notification yet).
- Priority is to finish quickly since we are entering the rainy season
- Carol raises quality concern, corrective work would not be billed extra. Juan asks for send photos

- Bulent asks about getting more details for transparency of updates when Isaiah finds additional work. Curtis explains how the time/materials cap method gives way more transparency with what the exact costs are.

### **Rules update**

- Board just has leasing agreement left, one more meeting to revise
- Next step will be to have lawyer go over changes
- Adopt at next meeting

### **Budget/Reserve Study**

- Went over high level items
  - o Hourly management fees were really high this year because of all the water issues, Juan doesn't think it will nearly be in that high next year
  - o Big question will be how to adjust reserve contribution.
- Plan is to go into depth offline and also research similar properties in the area
  - o Bulent offered to help Curtis do research comparisons here since he has expertise as a real estate broker.
- Need to make the decision to ratify by Nov 11 to give enough time for home owner notice for the next board meeting

### **Heat tape**

- Curtis is comfortable moving forward with heat tape based on his experience with other projects.
- Bulent offered to ask for second opinions from some of his contractors
- More education efforts to homeowners during freeze season.
- Will sync offline so we can get Tyler involved in heat tape decision
- Juan to see how much cost would be saved if no go heat tape

### **Tentative Dates**

- Nov 25, will need to double check with Tyler
- Repurpose Nov 4 to budget, see on the 4<sup>th</sup> if we can squeeze in an extra meeting that week for rules.
- Nov 8, to make decision on budget so we can notify residents by the 11<sup>th</sup>

Adjourned at 8:17