

**1201 Balsam Owners Association**  
Board of Directors Meeting  
Monday September 23, 2019

**MINUTES**

Board members present: Bill Goodrich, Matthew Kaliara and Max Hollingsworth  
Helen Cartwright attended from Creekside Community Association Management.

The meeting was called to order at 6:03 pm. A quorum is present.

Approval of Minutes:

Bill moved to approve the minutes of the June 24, 2019 meeting. Matthew seconded the motion, which passed unanimously.

Manager's Report:

We will look into replacing the hallway lights with LED bulbs as they burn out.  
Helen will follow up with Mark about the paint bubbles on the garage trim.

Financial Statements:

At the end of August 2019 we have \$178.56 in checking and \$72,299.28 in savings.  
Income is right on budget and so are administration and utility expenses. Buildings, grounds and snow removal are running over budget.

Bill moved to approve the August 2019 financial statements. Matthew seconded the motion, which passed unanimously.

Old Business:

*Maintenance Projects:*

The hallway painting, gutter cleaning , carpet cleaning and window cleaning have all been completed.

*Grounds Maintenance:* We will have Bowman check on two of the new shrubs that are not looking great. They should be under warranty.

*Boiler:* Timberline will be cut the exterior section of the boiler pipe to the correct length. They will repair a small leak, and we will continue to monitor for soot build up.

*Hallway Plant:* The new plant has been installed. Matthew will monitor the water monitor to help guide the cleaner with watering.

New Business:

*Board Members:* Eric has resigned from the board. Bill moved to appoint Max Hollingsworth to serve the remaining year on Eric's term. Matthew seconded the motion which passed unanimously.

*Patio Improvements:* To install 12 x 6' buckthorn will cost around \$6,000. In the meantime we will remove the dying cherry. Bowman are lined up to dig the trench for the gas line. Matthew will confirm timing with the Gas Connection for the gas line installation. The fire pit is being delivered this weekend. We will then need to have someone face it with stone.

Helen will arrange for Bill Johnston to remove the umbrella stand from the concrete and to install an eye bolt so that the new furniture can be cabled to prevent theft.

*Snow Removal:* Helen presented three bids for snow removal - from Flying Colors, Great Outdoors and our existing contractor Trident. Bill moved to approve the contract with Trident. Matthew seconded the motion which passed unanimously. We may need to install another can of ice melt by the garages to help with icy conditions in the alley.

*2020 Budget:* Due to limited time, we will set a separate meeting to discuss the 2020 budget.

Annual Meeting Date:

The annual meeting will be at 6:30 pm on Monday December 16, 2019 at The Studio.

The meeting was adjourned at 7:09 pm.