

**Shadow Creek Condo Association  
Board of Directors Meeting  
February 16, 2021**

**MINUTES**

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Board Members Present: Greg Pavlich, Joe Zamudio, Gary Waggoner, Kathy Wegner, Sharon McClew and John Martin  
Owners present: Bob Wegner, Hill Jason and Jane Westberg  
Helen Cartwright represented Creekside Community Association Management.

The meeting was held over Zoom and was called to order at 2:04 pm. A quorum is present.

Approval of Agenda

Kathy moved to approve the agenda. Greg seconded the motion, which passed unanimously.

Approval of Minutes

Sharon moved to approve the minutes of the December 15, 2020 board meeting. Gary seconded the motion, which passed unanimously.

Approval of Financial Statements

Kathy moved to approve the January 2021 financial reports. Greg seconded the motion, which passed unanimously.

Maintenance Committee

Bob Wegner gave an over view of the maintenance activities over the last couple of months.

Lon Gates has completed some siding repairs at 315-201. The repair will cost around \$1500.

Door Specialties have provided a bid of \$1945 to replace the bent bottom bar. We may proceed with this replacement in the summer.

Security cameras have been installed in the two lobbies and both garages. The effort to improve security, including the cameras as well as improving lighting and replacing locks, have been led by Bob Dornan. We are grateful for his work on this project.

To meet fire service requirements, fire extinguishers have been purchased for all floors of both buildings. They are installed in cabinets adjacent to the elevator, again with thanks to Bob Dornan for the installation. These will be tested annually.

The heat pump for 337-303 has been replaced.

Following on from the leak in the heating manifold in 337-104, the maintenance committee is investigating the use of a wifi enabled moisture monitoring system. The sensor could be placed in the manifold and would provide early notification of leaks, which could prevent costly repairs particularly in condos that do not have year-round residents. A test monitor is installed in 337-303, as well as in the mechanical rooms in the garage. In addition, as heat pumps are upgraded switches are being added to allow the water to an individual condo to be turned off in the event of a leak without impacting the rest of the building.

The rug at the entry way to building 337 has disappeared. Kathy will get a replacement. It is not worth the time to trawl through days of security footage.

Bob also gave a review of the anticipated maintenance capital improvement expenses for the upcoming year. The main projects are further siding repairs of around \$5000, potentially replacing the water heater in building 315 should it fail at a cost of ~\$12,000, as well as the planned improvements to the landscaping in front of building 315.

In 2022 we are looking at replacing the pool heater (\$5000), painting the building exteriors (\$90,000), including changing the color to modernize the look of the buildings. There are currently no improvement projects planned for 2023 and 2024.

Sharon requested that the decision to replace the carpet in 2025 is reviewed for bringing forward. Bob explained that the flooring replacement will be part of a wider project to modernize the appearance of the common areas throughout, which will be addressed after the exterior painting. The carpets will be cleaned this spring and it is hoped that this will improve the appearance.

#### Landscaping Committee

Joe presented the design plans for the landscaping in front of building 315 that have been developed by the landscaping committee. The cost for materials is budgeted at \$4900. Joe will consult with Green Spaces to get an estimate of labor costs. This project is currently budgeted at \$5000 so with the labor costs this may go over budget. If so we may delay some part of the project, eg installing pear trees until next year, or later this season if funding can be found from elsewhere in the operating budget or the reserves account.

The committee has communicated with most building residents and responses to the design have been favorable – most owners with strong opinions have been involved in the design process.

Artamis and Judy would like to install some plantings at the rear of building 315. They should present their plans to the board for approval.

It was suggested that part of the initial process for installing the new landscaping at building 315 includes digging the holes for the pear trees to ensure that the chosen locations will work as planned, before purchasing them.

Planting annuals in the planters by the gazebo and the pool will be part of the grounds maintenance operating budget.

Sharon moved to approve the 2021 grounds maintenance contract with Green Spaces. Joe seconded the motion, which passed unanimously.

#### Other Business

*337 Elevator:* John left the meeting to meet with the technician from Thyssen Krupp. The cold weather had affected the oil which operates the machinery. A solution to prevent this recurring is to install a heater in the elevator machine room. The maintenance committee will pursue solutions.

*2021 Budget & long range planning:* Board members had an involved discussion about the need for a dues increase in 2021. The amount needs to balance meeting the financial needs of the association with what will be considered acceptable by homeowners. The HOA will also need to prepare the way for a special assessment of no less than \$2500 per unit in 2022, to be tied to the exterior painting project. This will be communicated to owners through multiple means over the year. We are required to have a special meeting of owners to approve a special assessment. The board will discuss this process at the April board meeting.

Joe moved to approve an increase in homeowner dues of \$20 / month in 2021. Gary seconded the motion which passed unanimously. Helen will redraft the budget to reflect this.

*Board Members:* Kathy, Greg and Joe are all up for re-election at the Annual Meeting. Hill is also interested in joining the board. Bob Wegner would also be interested if Kathy decides not to stand for re-election.

*Boxelder bugs:* The recent cold weather has had some impact on the boxelder bugs but they are still pretty bad. The pest control company explained that their treatment is for reduction only as the bugs are quite resistant to it. We will get further opinions from other pest companies and our arborists.

#### Next Meeting & Annual Meeting Dates

The annual meeting will be on Tuesday March 16, 2021 at 2:00 pm. Information packets will be sent out at the beginning of March, and will include information about the board's financial planning strategy.

The next board meeting will be on Tuesday April 13, 2021 at 2:00 pm.

The meetings will be held over zoom.

The meeting was adjourned at 4:27 pm.