

**Shadow Creek Condo Association
Board of Directors Meeting
March 7, 2023**

MINUTES

Board Members Present: Bob Wegner, Gary Waggoner, Sharon McClew and Greg Pavlich

Owners Present: Kathy Wegner, Murray Jason and John Martin

Helen Cartwright represented Creekside Community Association Management.

The meeting was held over Zoom and was called to order at 2:32 pm. A quorum is present.

Approval of Agenda

Recording email actions of the board, eg. approve Rules of the Road, and discussing the fence at 359 Arapahoe were added to the agenda.

Gary moved to approve the agenda with these additions. Sharon seconded the motion, which passed unanimously.

Approval of Minutes

Sharon moved to approve the minutes of the December 7, 2022 board meeting. Gary seconded the motion, which passed unanimously.

Approving Board Actions

Gary proposed that we have a standing agenda item to record board actions taken by email between meetings.

Gary moved that the following actions approved unanimously by email are recorded in the minutes:

- Approve 2023 grounds maintenance contract with Green Spaces
- Approve 2023 pool service contract with Peak One Pool
- Approve expenditure of \$52,000 to \$55,000 on interior upgrades
- Apply only one move in/out fee to the owner of 202 when they move between 2 condos
- Approve updated wording of the Rules of the Road

Sharon seconded the motion, which passed unanimously.

Approval of Financial Statements

At the end of February 2023 we have total assets of \$135,970.00. Most expenses are normal for the time of year, except for snow removal which is over budget. Energy costs are also high but this cost is billed directly back to owner so it will not impact the budget performance. We are on budget for reserves transfers. Sharon moved to approve the February financial reports. Gary seconded the motion, which passed unanimously.

Helen requested permission to pay HOA expenses online. Sharon moved that copies of invoices should be sent to the Treasurer and one additional board member. One approval is needed for operating expenses and two approvals are needed for reserves expenses. Gary seconded the motion which passed unanimously. Board members can be given access to the online accounting system on request.

Murray asked how the energy charges are calculated. It is a combination of common area electricity, and natural gas for heat and hot water. Heat usage is metered by unit.

Election of Officers

Greg moved to re-appoint the same officers – Bob Wegner is President, Sharon McClew is Vice President and Gary Waggoner is Treasurer. Gary seconded the motion, which passed unanimously.

Maintenance Committee

The committee is doing more research on companies that can help with lighting for the garage ceilings and claiming rebates. We can also just purchase the fixtures and hire our own contractors.

The new lock for the building 337 garage pedestrian door has been installed and the lock for the building 315 door will be completed next week.

Preventive maintenance on the overhead garage doors has also been completed. There is an open conversation about getting an assist for opening the garage doors if the power goes out.

There were some leaks from the building 337 third floor skylight, which Van Lier Roofing has sealed up. The drywall has dried out and no repairs are necessary. Murray mentioned that there had been some leaks into 337-304. He should email Helen with details and we can arrange for Van Lier to inspect the roof. Once the source is identified we can determine responsibility for any repairs.

Interior Upgrades

Kathy reported that the information about the proposed upgrades - paint colors and new carpeting – has been sent out to owners for their feedback. We are looking to start the work, with the painting in building 337, on April 10. The old light fixtures will be removed for the painters to work, and new ones installed once painting is completed. Then the new carpet will be installed. We will consult with the electrician about installing additional can lights if this seems necessary. Drywall repairs have already been completed. The total cost of these improvements will be \$52,000 - \$55,000 and the expenditure was approved by email.

Landscaping Committee

Winter tree removals have been completed by Reinholt Tree Care.

The 2023 grounds maintenance contract was approved by email. We are meeting with Mike at 3:30 next Monday to review the scope of work, which will include trimming up the blue spruce behind building 337. We don't have any big landscaping plans for this year.

Other Business / Homeowner Concerns

Contractor Oversight: Over the last couple of years we have had to follow up with our contractors more, possibly due to covid related labor shortages. We should meet with our contractors ahead of the season to look at the required work and the service expectations.

Pool Contract: The service contract with Peak One Pool was approved by email.

Keys / Codes for emergency access: We need to ensure that we have current keys / codes for all entry doors for emergency access. John volunteered to inventory the keys we currently have for building 337, and we need someone to do the same in building 315. Helen will update the owners' list so there is current information available.

Fireplace maintenance / inspections: Some condos have fireplaces (many are not in use) and some have gas fireplaces. Owners may need to have their chimneys inspected. All units should have smoke detectors – one per bedroom and one in the living area – and a carbon monoxide monitor.

Deck colors: Approved colors for back decks will be brown or grey, and must be approved by the Project Review Committee. The deck at 315-102 needs to be re-treated with an approved color.

Spring Newsletter: A newsletter could include information about the interior project, smoke / CO detectors, keys / keycodes, new composting requirements.

Neighbor Fence at 359 Arapahoe: The owner at 359 Arapahoe contacted us because part of her fence blew down and she believes it is Shadow Creek responsibility to repair. We do not believe that this is part of the easement property and advised her to repair the fence.

Compost requirements: Western Disposal has updated requirements on items that can be composted, which have been communicated to owners.

Murray has been having issues with the electricity on his deck. It is likely something to do with his individual panel and he may want to consult an electrician.

Next Meeting Date:

The next board meeting will be at 2:30 pm on Tuesday May 9, 2023

The meeting was adjourned at 3:52 pm.