

**Building # 26 Condo Association
Annual Meeting
Saturday, August 1, 2009 at 8:00 am**

Members Present: Dan Kruzek (President), Chris Bennett (Secretary), Dan Ball, George Sowards, Nancy Weappa

Members Present by Proxy: Kris Easter

Others Present: Brian Lence (CMC President), Matt Priebe (CMC Property Manager)

Call to Order: The meeting was called to order at 8:03 am.

Roll Call/Proxy Count/Quorum:

- A count was taken of the members present & proxies received. It was determined a quorum of more than 51% of homeowners was met.

Welcome by President, Dan Kruzek

Approval of the 2008 Annual Meeting Minutes:

- A motion was made to approve the July 12, 2008 annual meeting minutes. The motion was seconded & passed to approve the minutes as written.

Election of Director to the Board:

- Kris Easter's term expired in 2009.
- A motion was made to nominate George Sowards to the Board. The motion was seconded & passed. The term is for 3-years & will expire in 2012.
- The following Board positions were designated after the meeting:
 - Dan Kruzek – President
 - George Sowards – Vice President
 - Chris Bennett - Secretary

Updates on HCH Homeowners Association/Community Improvement & Rec. Association:

- No one attending this meeting attended the Recreation Association meeting.
- Brian Lence mentioned he heard there was a close vote related to a study for the paving of the roads, however when the cost for the study was disclosed, the discussion was tabled.

Financial Update:

A. Review 2008-2009 Year-End Financial Statements:

- Brian presented the Balance Sheet for year ended 5/31/09:
 - The money market account with a balance of \$9,076.44 has been earning an interest rate of .05%.
 - The Maintenance Fund balance had a balance of \$15,674.05.
 - The Insurance Fund had a negative balance of \$3,854.82, which was discussed later in the meeting.
- Brian presented the Income Statement for the fiscal year 6/1/08-5/31/09:
 - The year ended with a net profit of \$127.47 due to Interest Income & Finance Charges billed to members, which are not budgeted items. The net profit will be rolled into the Maintenance Fund. **Action Item: CMC Accounting to transfer the year-end profit to the Maintenance Fund.**
 - Under Extraordinary Maintenance, grass raking cost was high at \$280. Additional raking was necessary because the snow plows (hired by the Master Association) pushed everything to a corner which left a huge pile of gravel. This

year the plow company came back after the snow melted & raked, at no additional cost to the building.

B. Review Year-to-date Financial Statements

- Brian presented the year-to-date Financial Statements as of 6/30/09.
 - Chris asked about the cable service & if Comcast had any deals. **Action Item: Brian to give Chris a contact name for the Comcast account.**
 - Other Income of \$319.65 reflects a refund from Mt. Park Electric.
 - June Extraordinary Maintenance of \$305 included \$200 for boiler checks. This was a billing error & will be credited in July. **Action Item: CMC Accounting to issue \$200 credit in July for the boiler check billing error.**

C: Review Insurance Reserve and Funding

- Brian presented Insurance Fund Allocations spreadsheet.
- The reserve was under-funded \$1,382 going into the 2008/2009 year.
- Insurance premiums for 2008/2009 totaled \$3,865, which included \$2,600 for flood insurance.
- Since monthly funding remained at \$116 per month, the reserve ended under-funded by \$3,855 at the end of the 2008/2009 year.
- The deficit going into the 2009/2010 year along with a 7% inflation factor added to the 2008/2009 insurance premiums would require action to bring the reserve current. Alternatives would be to write the deficit off to the Maintenance Reserve, increase monthly dues to lower the deficit, or issue a special assessment.
- The discussion was tabled for later with review of the Long Term Reserve.
- Proof of all insurance policies can be found through the vacationsinc or associationonline websites.

Maintenance Update:

A. Review CMC Spring Complex Report

- Matt Priebe presented the 2009 Spring Report, which was also sent to homeowners by mail.
- A fertilizer/grass seed mix was applied twice to existing lawns. Raking was done but not as extensive as last year, as mentioned above.
- The irrigation system was started for the season. One sprinkler head was replaced & a new battery for the back-up system. Dan Ball mentioned he put flags on some sprinkler heads where the water was hitting his windows. **Action Item: Matt to adjust sprinkler heads by Dan Ball's windows.**
- Crawl space had some moisture & mold, which the CMC crew cleaned up, but there is still some there. The probable cause is poor ventilation. Dan Kruzek will drill holes & put in metal plates to get air flow in the crawl space during August. The mold spots will be treated with X14 spray.
- Decks were painted with a colored stain & should not be gone over with acrylic paint. Dan Kruzek has a gallon of the stain.
- Matt was waiting to power wash the parking lot & do seal coating until the swale was complete, most likely in August. **Action Item: Matt to send an email when swale complete regarding power washing the parking lot & seal coating.**
- Matt mentioned that CMC offers a full service maintenance department of licensed general contractors that can help with homeowner repairs. Labor rates start at \$35/hour.

B. Review Long-Term Replacement Reserve and Funding

- Brian presented 2 Long-Term Replacement Reserve plans. One plan included the write off of the Insurance Reserve deficit, which left the monthly funding over assessed by \$91. Without the write off, the second plan showed over funding of \$118 per month.
- Even with writing off the Insurance Reserve deficit to the Maintenance Reserve, the current insurance assessment would need to be raised by \$25 per unit per month. It was noted in the 2008 annual meeting minutes that Noreen was asked to increase dues \$25 per month beginning June 2009 to cover the increase to insurance premium, however Noreen did not follow through & she is no longer with CMC.

- A motion was made to increase monthly dues \$25/unit/month to be applied to the Insurance Reserve & to write the \$3,739 deficit as of 6/30/09 to the Maintenance Reserve. The motion was seconded & approved. **Action Item: CMC Accounting to increase the Insurance Fund assessment \$25/unit/month beginning with the July statement (mailed in August) & transfer the Insurance Fund deficit of \$3,739 to the Maintenance Reserve, to be reflected in the July 2009 financial statements.**
- Deck carpeting was discussed. It was replaced in 2005 & would be due for replacement in 2013 however installation was poor & the carpet was cheap. Matt said he could get 2 or 3 bids for carpet replacement. Dan Kruzek said they would look at the issue in another year.

Old Business:

- The Building would have gotten \$1,000 from both RendezVous & the Master Association to cover extra damages, but the Building did not need the money & would have had to pay it back if they did not use it.
- Matt sprayed foam in the exterior wall. **Action Item: Matt will check the records about spraying foam in the exterior wall & call Nancy.**

New Business:

A: Renewal of Management Contract (Renews 8/1/09)

- Brian requested the Building's contact with CMC renew with a 2.5% increase, which would be approximately \$150 for the entire building for the year. The contract automatically renews annually if there are no changes.
- A motion was made to renew the contract with a 2.5% increase. The motion was seconded & approved.

SCHEDULING OF 2010 ANNUAL MEETING:

- The 2010 Annual Homeowners Meeting was scheduled for Saturday July 31, 2010 at 8:00 am.

ADJOURNMENT: A motion was made & seconded to adjourn the meeting. The meeting was adjourned at 8:57 am.

Minutes recorded by Becky Varga of CMC & reviewed by the Board of Directors prior to distribution. Minutes are not formally approved until voted on at the next Annual Homeowners Meeting.

**BUILDING # 26 CONDO ASSOCIATION
ANNUAL MEETING
JULY 12, 2008**

MEMBERS PRESENT: Dan Kruzek, George Sowards, Kristopher Easter, Christopher Bennett, Nancy Weappa

MEMBERS PRESENT BY PROXY: Arvid Bartlett

OTHERS PRESENT: Brian Lence, CMC President; Matt Priebe, CMC Property Manager; Noreen Frye, CMC Accounting & Association Business Manager; Donna Lively, CMC Accounting Clerk

CALL TO ORDER: President Dan Kruzek called the meeting to order at 11:30 a.m.

ROLL CALL/PROXY COUNT/QUORUM: Over 51% ownership is needed for a quorum. It was determined that a quorum was represented.

APPROVAL OF MINUTES: A motion was made for the approval of July 14, 2007 annual meeting minutes. The motion was seconded and passed to approve the minutes as written

ELECTION OF BOARD MEMBER: A motion was made to re-elect Chris Bennett as Secretary for another 3-year term. The motion was seconded and approved.

UPDATES ON HCH HOMEOWNERS/REC ASSOCIATION:

- Dan attended the meeting and reviewed some of the updates.
- There was a discussion on tree spraying, and there has been a lot of cutting. The packets on trees are supposed to keep the beetles away.
- There is no recourse if another building is painted an odd color.
- Dan will talk to Mark Johnson on the issue of piling snow in the parking lot and in front of trash dumpster is a big issue.
- Matt suggested the doors on the dumpsters be renewed.

FINANCIAL REPORT: Noreen presented the Balance Sheet, Income Statement, and Extraordinary Maintenance Sheet as of fiscal year ending May 31, 2008.

- Frozen pipes and how to avoid them in the future were discussed. Matt said foam insulation has been sprayed and a hole in the crawl space was repaired.
- Brian indicated Housekeeping checks thermostats and keeps heat low.
- Noreen reviewed the insurance reserve and funding.
- There was a discussion about the mandatory flood insurance. Matt will check with the water department to see if water coming from Building 23 can be re-routed. George will look into changes that can be made to get the building out of the flood zone.
- Noreen was asked to increase dues \$25.00 per month beginning June 2009.

MAINTENANCE REPORT: Matt reviewed the Spring Complex Report.

- One head on the sprinkler system was replaced.
- Matt will put up letters to move your cars when the parking lot is going to be swept.
- Matt said he could do some painting when it becomes necessary. No current work needs to be done with the exterior painting at this time.
- Matt will make sure the outside carpets are being kept blown clean.
- Mold has been found on the drywall in the crawl space. A motion is made to replace the sections on drywall that have mold. The motion was seconded and approved. Matt will put a fan in the area to keep the air circulating.
- Matt will walk the property with his crew and address concerns related to lawn mowing and edging.
- Matt presented the Long Term Replacement Reserve Project.

OLD BUSINESS: None

NEW BUSINESS:

- It is suggested that packages being shipped to homeowners go through Copy and Ship. CMC wants to eliminate the liability for packages shipped to their office. Brian will draft a policy regarding this matter.

SCHEDULING OF NEXT MEETING: The next Annual Homeowner's Meeting will be held on Saturday, July 25th at 9:00 a.m.

ADJOURNMENT- A motion was made to adjourn, seconded, and passed.