

**Valley East Condominium Association
Annual Homeowners Meeting
Saturday, June 13, 2009 8:00 a.m.
CMC Meeting Room**

MEMBERS PRESENT: Marci Bergquist (President), Rama Davis (Vice President), Monica Chabot (Secretary), Mark Hovdestad, Al Vance, Tamara Davis, Craig Meyers, Margaret Horner

MEMBERS PRESENT BY PROXY: none

OTHERS PRESENT: Brian Lence (CMC President), Noreen Frye (CMC Accounting and Association Business Manager), Matt Priebe (CMC Property Manager)

CALL TO ORDER: President Marci Bergquist called the meeting to order at 8:05 a.m.

ROLL CALL/PROXY COUNT/QUORUM VERIFICATION:

- A count was taken of the members present & proxies received. It was determined a quorum of 10% of homeowners was met.

APPROVAL OF 2008 ANNUAL MEETING MINUTES:

- Marci called for approval of the June 14, 2008 annual meeting minutes. A motion was made, seconded & passed to approve the minutes as written.

FINANCIAL UPDATE:

- Review 2008 Year-End Financial Statements:
 - Noreen presented the Balance Sheet as of December 31, 2008.
 - Cash in Bank was \$11,424.54. Since then a Money Market account was opened at Millennium Bank to earn interest.
 - Noreen presented the Income Statement for the period January 1, 2008 to December 31, 2008.
 - Other income of \$4.13 was the result of interest earned on the Business Checking account at Millennium Bank.
 - Water and Sewer was \$356 more than budget. The Town of Fraser did send a notice at the end of 2007 of an increase beginning 2008. Although meters had been installed, the Town of Fraser bills water and sewer based on a flat quarterly rate.
 - Snow Removal was \$982.25 over budget due to the high snowfall early in the year.
- Review 2009 Year-To-Date Financial Statements
 - Noreen presented the Balance Sheet as of April 30, 2009.
 - The Money Market account at Millennium Bank was opened February 5, 2009 with a deposit of \$8,000. The account has earned interest at an annual yield of .25%. The Business Checking has earned interest at an annual yield of .04%.
 - The insurance was paid in full in February so a Prepaid Insurance account was set up on the Balance Sheet instead of charging the whole balance to expense. Insurance is expensed monthly from the Prepaid Insurance account, therefore the Current Over/Under Assessment on the Balance Sheet is a positive balance of \$1,205.18.
 - Noreen presented the Income Statement for the period January 1, 2009 to April 30, 2009.
 - Water and Sewer increased approximately \$160 per quarter, which will impact the year end results.

2010 OPERATING BUDGET PROPOSAL:

- Noreen presented 2 budget proposals.
 - Proposed budget #1 has no increase to dues. Estimated 2010 profit would be \$2.00.
 - Proposed budget #2 has a \$10 increase to dues. Estimated 2010 profit would be \$962.00.
 - Neither budget has an increase to the reserve assessment.
- After discussion, it was decided to put the 2010 budget on hold until the maintenance is complete for 2009. If Maintenance Reserves are depleted, it will impact the reserve assessment for 2010.

MAINTENANCE UPDATE:

- Marci had a bid from last year for the sill plate repair. Total cost would be \$5,400 with \$2,600 down and the rest on completion. Both the cash and Maintenance Reserve Fund balances are available, so the work could be done right away.
- There was discussion about replacing the siding. A better deal may be available if they do the sill plate and the siding at one time. It could cost about \$30,000 per building.
- There was discussion about the replacement of decks. Unit decks are private so it would be the owner's financial responsibility and not that of the Association. Common area decks and stairways that anyone can access along with doorways are considered common area and if replaced/repared would be the paid by the Association. Owners who plan on replacing decks will need to have approval from the Board, especially if they are adding footage to the existing deck.
- I-beams should be covered and a soffit built when they replace the siding. Water is dripping and warping decks because gutters were never put on the building in the back. There are sections of gutters under one of the unit's deck.
- It was suggested to get one all inclusive bid for sill plate, siding, and decks/stairways. Marci will contact Pat Ruppert, who gave the initial bid for the sill plate repair, about an all inclusive bid. Craig said he could contact the contractor who worked on his unit to see if he does this work and get a bid. The bids will be emailed for unit owners to review.
- A motion was made, seconded and approved to increase the Maintenance Reserve assessment \$10 per unit per month beginning July 1, 2009. The extra funds will be used for the operational budget in 2010. **Action Item: Noreen to increase the Maintenance Reserve assessment \$10 per unit per month beginning July 1, 2009.**
- Financing of the sill plate and siding project was discussed. Marci will talk to Cindy at Wells Fargo about a loan, and Noreen will contact Millennium Bank. **Action Item: Noreen and Marci to discuss loan inquiry findings.**
- **A meeting was scheduled for Saturday July 25th at 9:00 a.m. outside of the buildings to discuss the bids for the sill plate and siding project. Owners should email the Board if they cannot attend.**
- Marci has arranged for rock to be delivered and put in front of the buildings. Paving was discussed and decided to be low on the priority list at this time.
- The stairs in front of Rama's unit are temporary and are there due to damage from the snow plow. Rama said he will fix the stairs and take them out before winter so the snow plow will not damage them.
- Rama asked about building a storage closet under his unit's deck. No one opposed and he needs to send a drawing to the Board for approval. It would need to be done before the siding is replaced so it will look like part of the building. The question is time and money.
- **Action Item: Matt to put stakes out this fall so they know where to plow snow.**
- There are 2 parking spaces per unit. Owners need to be considerate of others when parking.
- Craig suggested owner check their insurance coverage. When the hot water pipe broke behind the washer, he found his unit was under insured.

OLD BUSINESS:

- There was no old business discussed.

NEW BUSINESS:

- Renewal of Management Agreement
 - It was agreed to renew the CMC contract with no rate increase.

ELECTION OF BOARD OF DIRECTORS:

- Marcie Bergquist – Term as President Expires in 2009
 - Marci agreed to continue as President to another 3-year term expiring 2012.
- Rama Davis – Vice President; term expires 2010
- Monica Chabot – Secretary; term expires 2011
- **Action Item: Noreen to send Marci an updated owner email address list.**

SCHEDULING OF 2010 ANNUAL MEETING:

- The 2010 Annual Homeowners Meeting was scheduled of Saturday June 19, 2010 at 8:00 am.

ADJOURNMENT: The meeting was adjourned at 9:20 a.m.

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.

Valley East Homeowners Association
Annual Meeting
June 14, 2008

MEMBERS PRESENT: Marcie Dewey, Mark Hovdestad, Allison Vance, Rama Davis

PROXIES: Tamera Davis

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

CALL TO ORDER: President Marcie Dewey called the meeting to order at 8:12

APPROVAL OF MINUTES: A motion was made to approve the minutes from the June 9, 2007 annual meeting as written. A motion was made, it was seconded and passed.

FINANCIAL REPORT: Noreen presented the Balance sheet and Income statement.

- The subject of where to hang the Valley East sign was discussed.
- Noreen discusses the over and under balance with the association.
- Snow removal was an issue, Noreen explained that they were getting a refund on a bill that was duplicated.
- Noreen presented the balance sheet and discusses the balance from January through April 2008.
- A motion to approve the 2009 budget is presented, seconded and passed.

MAINTENANCE REPORT:

- Matt talks about how he walked around the property and found the same issues from 2004.
- The sill plates are rotting out.
- He did all the drainage work, but he explained how the association needs to look at the sill plates, roofs, decks.
- Matt said the bid in 2004 was bidded at \$ 3,000.00 a deck.
- Matt suggested that the association should prioritize the issues with the sill plates as # 1, and the roof # 2.
- Matt said trees are another thing that should be taken care of, and he suggests that there are no monies in the reserves and to begin planning.
- Sill Plate cost would be time and materials, and Matt will give a bid.
- Matt suggests that someone should get up on the roof and inspect, Marcie explains that the one bid she got, they said there was probably no air flow.
- Marcie says that there was condensation was built up on her roof. Pat from the Roofing Company said that maybe a couple vents could be installed that may fix the problem.
- It is suggested that some patching and caulking on the roofs be done, and maybe have Rolling Roofing come and give a price.
- It is suggested that maybe the decks should be done by each homeowner.
- Matt says that CMC could give a bid if they wanted.
- Marcie said that she's getting a bid on stucco for the buildings, the vinyl bid was \$ 25,000.00, wood is not an option.
- The board will work on getting the sign up, and spray around for weeds.
- It was also suggested that lines be painted in the parking lots, and also possibly put some markings on the retaining walls.
- Marcie suggested reflectors on the retaining wall. Craig will purchase the reflectors and send CMC the bill to be reimbursed.
- Matt suggested hooking up a timer on the hose to water the property.
- Marcie suggested that a date be planned for a cleanup.

GERERAL DISCUSSTION:

- Al asked if he can put a new window in, and if he wants to change the size of the window, the board tells him they will be fine with it.
- Noreen talks about the associations reserves. She suggests a special assessment for the siding or putting a lot more money into reserves. It is suggested that \$ 20.00 more per month is put into the reserves. Al suggests the dues go up \$ 50.00 a month. A motion is made to up the dues \$ 50.00 more a month, it's seconded and passes. This will be effective starting in the July 2008 billing.

NEW BUSINESS:

- Tamera suggested through proxy, that guide lines be put in. It states that you can replace anything as long as it stays the same. Any exterior modifications have to be approved by the board. A motion is made, and seconded and passed.
- Renewal of Management agreement is presented. Brian talks briefly, Marcie explains that she is happy with CMC just not the cost.
- Matt suggests that he can give the association a price for a flat rate, but also suggests that they continue the way they are, since everyone in the association is very active in their upkeep. It is also suggested that the association might want to hire their own bookkeeper to save some money. Marcie suggests that they just sign the agreement today, but they need to look into another avenue for bookkeeping. A motion is made to renew the management agreement, it is seconded, and passed.

ELECTION OF BOARD OF DIRECTORS: A motion is made to keep Monica, it is seconded and passed. Roma is remaining also.

SCHEDULE OF MEETING : The meeting is being held, Saturday, June 13, 2009 at 8:00 a.m.

ADJOURNMENT: The meeting was called to adjourn at 9:47 a.m.

APPROVED