



**Annual Owners & Election Meeting**  
**September 9, 2023**  
**10:00 am (In-Person Meeting in Office Lobby)**

Reminders to owners in advance of start of meeting:

- Reminded owners to sign in using the sign-in sheet.
  - Collection of in person ballots
  - Quorum verification: 25% of units in good standing are needed to meet quorum
  - While ballots are being opened and counted, the regular meeting will begin.
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- Pledge of Allegiance
  - Call to Order – Introduction and Roll call of current Board Members
    - Mark, Joe, Stephen and Gregg were present (Vince C. was absent from the meeting. Marylynn Mendel, property manager, from Taylor Management along with Eric Mann, legal counsel was present as well.
  - Brief Overview of Election Process provided by legal counsel- Eric Mann
    - Reviewed guidelines and quorum needed to conduct the meeting
      - 64 Ballots needed to meet quorum.
      - 88 ballots submitted.
    - 3 Owners volunteered to be judges to count ballots
  - Approval of Agenda
    - Stephen made a motion, Joe second the motion and board approved 4-0
  - Previous Minutes (7/22/23 Open Meeting)
    - Gregg made a motion to approve the minutes and Joe second the motion to approve the minutes. Board voted 3-0-1
      - Mark abstained as he was not at the 7/22/23 meeting
  - Reports
    - Manager Report - MaryLynn
      - Sewer issues becoming more frequent (E,C,R Building)
      - Maintenance staff closing up the pool
      - Handicap Sign throughout community be replaced and two new being added.
      - Second bike room 100% completed.
        - currently accepting application
      - 14 currently approved
        - Crystal Blue will be fixing shower and tiles around pool
        - Concrete repairs around pool and sidewalks concerns being prioritized
        - Obtaining proposal for bush trimming and maintenance

- Joe made a motion to approve, Stephen second the motion and board voted 4-0 in approval of the update.
- Treasurer Financial Report - Joe Smith
  - Provide update on income, expenses, and current deficit
  - Provided update on payroll, utilities and maintenance
  - Discussed significant overage in expenses due to sewer issues.
  - Reminded everyone of Taylors Mgmt's portal site for owners to use.
  - Steve made a motion to accept the financial statements, Stephen second the motion and board voted 4-0 in favor of approval
- Presidents & Facilities Report
  - Exterior electric panel updates being made. 20 have been completed with plans to complete the next 24 once funding is available.
    - Unit owners responsible for the breaker box. If the owner's breaker box is not up to code it will need to be replaced and is the responsibility of the owner.
  - Boilers: Currently off but will be reactivated in October when temperatures reach the required temperature.
    - Reminded owners of the need to keep windows closed when heat is on.
  - Hot Water Heaters: Require maintenance
  - Birds at Swimming Pool: Considering options to address for next year.
  - Trimming and lawn care: Discuss plans for improvement including removal of date shrubs and maintenance.
  - River rock replacement plans to address areas where patio's had been previously removed.
  - Reserve Study: Evaluation common area facilities, looks at replacement costs and plans accordingly.
    - Study in process and planned to be completed prior to the annual budget to be prepared in December of 2023.
  - Joe made a motion to approve the update Stephen second the motion and board voted 4-0 in approval.
  
- Old Business
  - Renovations for new bike room
  - Invoice Ratification
  - Handicap Parking Spaces
  - Looking for new signage out front in 2024
  - Continue focus on crawl space ventilation
  - And cleanup of back of building and trash enclosures
- New Business
  - 2022 Audit
    - Joe made a motion to approve the audit, Stephen second the motion and board approved 4-0
  - WebAxis - Owner communication portal
    - Explained benefits and how to use

- Monthly financial, annual budgets, Master Deeds, Meeting minutes and rule and regulations to be available on this portal.
    - Responsibility Checklist created for maintenance personnel
      - Will be shared with unit owners and included in Welcome package for all unit owners.
      - Joe made a motion to approve the checklist, Stephen second the motion and board approved the checklist 4-0.
    - 2024 Snow Contract
      - Obtained one proposal in process of getting a second proposal. Updates to be provided in the future.
    - Tree trimming – Obtaining proposals for tree trimming and assured owners with focus on trimming behind H building
    - Satellite dishes – Illegal satellite dishes on common area roofs have been removed.
  - Comments and Announcements
  - Board Election Results will be announced.
    - Stephen Kessler, Joe Smith and Dawn Stone (Unit S2)
  - Adjournment - Meeting adjourned at 11:34am
- Public Homeowner Comments:
  - Diane A4 – Asked about crawl space inspection under her unit as she wants to do some work in her unit but wants to confirm prior to doing so.
    - Marylynn to follow-up with owner post meeting
  - Lisa Frazer – R15 – Asked about turnaround time on requests.
    - Marylyn stated should receive responses within 24 hours.
    - Also asked about bid process
      - We request at minimum of three proposals, board reviews and approves all work to be completed.
  - George – K6 – Recommended that we consider short term rentals
  - Margarette – B14 – Asked about lighting on pool, mentioned timing issue. Asked if lighting around the pool will remain on.
  - Timing of lighting is being addressed, pool lights will be on throughout the year.
  - Evonne M13 – Mentioned she is in need of river rock in front of her place. Also mention strong smell coming from crawlspace. Also mentioned not getting any feedback on work orders placed.
    - River rock estimates are being obtained and are in the process of
  - Susan M10 Complained of River rock on sidewalk. Also asked for community bulletin board to see if anyone is interested in her furniture.
    - We are in process of obtaining proposals for river-rock
    - Will also consider adding one
  - Maureen B5 - Ask about people that dry cloth on river rock and have flowers in front of their property.
    - Marylynn reminded owner of violation and fine process.
  - Maritza Torres C17 – Asked about how we monitor water, stating she is getting brown water. Also mentioned water leakage.

- Marylynn to follow-up post meeting
- Dawn N19 – Mention Trash enclosure being an eye sore. In addition to the visual condition also mentioned flie. Also mentioned people walking on grass next to her windows. Also mentioned issues with dog feces being left on the lawn. Asked for keep of the grass signs in the back.
- Kathy N20 – Complained of increase in flies from trash and eye sore of trash enclosure. Also complained of some owners having broken blinds and misc. items left on windowsills. Also asked for power washing on the outside of her building.
  - Marylyn to speak with maintenance to address.
- Carolyn – G7 Asked about having shrubs trimmed in front of her unit.
  - Marylyn to get with maintenance to have shrubs trimmed.