

Balterra Condominiums Association
Board of Directors Meeting Minutes
September 20, 2018 at Clubhouse
5:30 p.m. Executive Session (Board Only)
6:00 p.m. Regular Board Meeting

Call to order:

- Executive meeting called to order at 5:30 p.m. by Brad Hanson. Quorum of the Board of Directors established.

Board members present: Brad Hanson, Tony Johnson and Steve O'Hair

CPMG Staff: Debra Vickrey, CAM, AMS, PCAM - Association Manager

Topics:

- Legal matters – Collections

Adjournment: 5:50 p.m.

Call to order:

- Meeting called to order at 6:00 p.m. by Brad Hanson. Quorum established as above.

Meeting Minutes: July 19, 2018

- **Motion** to approve the meeting minutes was made by Steve O'Hair, seconded by Tony Johnson and passed unanimously.

President's Report: None

Association Managers' Report: Debra Vickrey

- Debra gave an update on daily operations.

Homeowner Forum – 6 attendees

- Maintenance issues were brought to the attention of the Board and CPMG.
- There was discussion about security patrol.
- Comments and suggestions were made related to snow removal, specifically walkways from the buildings to the parking lot and near the dumpsters.
- General questions were asked about the transition for management companies.

Discussion Items:

- Debra gave an update on the status of the locks for the pet stations.
- The format for the annual meeting was discussed, which will be held October 18, 2019 at 6:30 p.m.
- **Motion** to approve an evaluation of the roofs by consultant Peter O'Brian, not to exceed \$1,500, was made by Brad Hanson, seconded by Tony Johnson and passed unanimously.

- **Motion** to approve the CPMG records retention policy with permission to destroy records older than three years, unless otherwise required by law to be maintained was made by Tony Johnson, seconded by Brad Hanson and passed unanimously.

Contracts:

- **Motion** to approve the 2018-2019 Keesen landscape contract in the amount of \$22,139 was made by Steve O'Hair, seconded by Brad Hanson and passed unanimously.
- **Motion** to approve the 2018-2019 Keesen snow removal, on an as-needed-basis, was made by Steve O'Hair, seconded by Brad Hanson and passed unanimously.
- **Motion** to approve the Alligator Pool proposal in the amount of \$1,401 for a spa cover was made by Brad Hanson, seconded by Tony Johnson and passed unanimously. The Board additionally approved the installation of anchors for both the spa cover and two corners of the pool.
- The Board declined the RK Mechanical proposal.

Financials/Legal:

- **Motion** to approve the August 2018 financials prepared by TMT, and the supplemental financials prepared by CPMG, subject to audit, was made by Brad Hanson, seconded by Tony Johnson and passed unanimously.
- **Motion** to approve the 2019 budget, with a \$26.00 per month increase and a \$3.00 per month increase for garages was made by Brad Hanson, seconded by Tony Johnson, and passed unanimously.

Architectural Requests: None

Correspondences: None

Hearings: None


Adjournment: 7:40 p.m.

Next meeting: October 18, 2018 annual meeting at 6:30 p.m.

Actions Between Board meetings:

- The Board unanimously approved the Five Star janitorial proposal in the amount of \$1,140 to sweep and clean stairs, landings and hallways and clean the mail house.

Minutes approved:


Brad Hanson, President

10 -11 -18
Date