

**DIVISION 7 CONDOMINIUM HOMEOWNER'S ASSOCIATION  
BOARD OF DIRECTOR'S MEETING  
WEDNESDAY, MAY 18, 2016**

**Call to Order**

Vice President Lloyd Hightower called the meeting to order at 9:30 a.m. Board Members present were: R.Christiansen, Cal Murphy, and Alette Hawks. Others in attendance were: Judy Christiansen (159), Allen Smith (117-D), Patti DeVogler (161), George Nicklen (133-C), Ted Gagne (126-B), Julie Hightower (108-B), Dawn Kerns (145-D), Judy Olgivie (137-D), Jim Fitzpatrik (116-D), Jean Wooldbridge (121-D), Penny Van Vleet and Jack Marlowe (117-C), Steve Lavelly (148-A), Toni Tobin (116-C), Robert and Nancy Baer (156-B), Joel and Linda Odgen (142-D).

**Quorum**

V.P. Hightower established that a quorum was met.

**Approval of Minutes**

There was not a Board Meeting in April. The minutes for the March 10, 2016 Meeting was previously approved.

**New Business**

The first order of Business was the appointment of Judy Christiansen by the Board. Judy will serve in the position of Secretary, replacing Marty Whitaker who resigned on February 11, 2016. Her tenure will extend until September 2018.

**Executive Board Meeting**

The five Board Members adjourned for a brief executive meeting at 9:37 a.m. The Board then voted to rescind the appointment of Alette Hawks, effectively immediately. The second order of business was to ratify the by-laws to reflect that the Board be comprised of a minimum 3 board members with a maximum of 5 members. This was tabled for further discussion.

**Continuation of New Business**

There was discussion regarding the recent resignation of our newly hired bookkeeping service, Omega Business Services. There was related discussion regarding payment approval responsibility and process. Presently, two approvals for payments via checks are required with two check signatures. The Board voted to change the check signature to one person after the expenditure/invoice is approved by a separate Board member.

Further discussion lead to replacement of Omega Business Services. Two firms are under consideration:

Cents Ability, Inc. (Vicki McCormack

KO Business Services (Kris Osborn)

Both have offices located at 224 W. Washington St.

During the selection process, it was agreed that the prospective provider will meet with Celeste, Ray, Lloyd and Penny Van Vleet to review the work required. Both applicants have excellent credentials and have been vetted with appropriate reference checks. Vicki McCormack is currently providing bookkeeping services to a 120-unit condo association and is the leading candidate.

### **Treasurer's Report**

R. Christiansen distributed a current budget report. He stated that the reserve study is in progress and explained that it is divided into three areas: streets, composite roofs and tile roofs. The reserve study should be completed within the next 30 days. Christiansen reported that everything was in order with the exception of check signing difficulties in certain situations.

Christiansen also reported that our insurance policy had been renewed for a three-year term and was under budget by \$10,000. The new policy includes earth quake insurance.

The Budget Report m/s/c.

### **Landscaping**

Director Murphy reported that all water outlets had been turned on however there are some areas that need adjusting. He stated that barking in the back areas of the condos has been postponed this year due to the excessive moisture content in the grounds. Barking will be resumed next year for the back areas and the following year for the front. Murphy reported that overgrown ivy at unit 121-D has been removed.

### **Maintenance & Architect**

Director Hightower informed the Board that ASM (Oscar Lopez) has been selected as the painting contractor for Building 148 for \$11,400. Also, A Finished Touch (Larry Sampson) was selected as the painting contractor for Building 133 for \$7,400. Julie Hightower will work with the owners in each building to finalize color selections. Dir. Hightower reported that Brad Buscher will head up future deck repairs/replacements as well as window/sky light repair/replacements. Arrangements are being made for owners to contact Brad directly for these maintenance issues. Steve Carr will continue to perform some power washing, gutter treatment, roof leaks, fence and gate repairs/replacements. Crouch Concrete & Berneking Concrete have been selected as "contractors of choice" for driveway, courtyard and sidewalk replacements.

### **Adjournment**

The meeting was adjourned at 12:00 noon.

### **Executive Meeting**

There was another executive meeting immediately following the closure of the regular Board Meeting. The following changes are in effect;

**Lloyd Hightower** now serves as President with the vacancy left by Bill Morlan.

**Steve Lavelly** is now appointed to the Board as Vice President. He will work with Cal Murphy, Director of Landscaping. It is anticipated that eventually he will become Director of Landscaping and Cal Murphy will be Director at Large.

**Judy Christiansen** will be Secretary

## ***NOTES FROM THE PRESIDENT***

Throughout the meeting, various owners commented about the Board's decision to require only one signature on checks, on the need for a current audit report, on their dissatisfaction with the current contractor for handyman services and their perceived need for more rather than fewer board members. These comments resulted in confusion and disorder. Since this is a Board Meeting, not a membership meeting, in the future owners will be allowed to make comments during a specific time on the agenda. Comments on individual items during the Board's consideration of these items will not be allowed. The Board will allow owners/members to address the board with a set time for each speaker.

Respectfully submitted,  
Judy Christiansen  
Secretary

