

Whetstone Townhouse Association
Board of Directors Meeting Minutes from
November 6, 2018
4:00 P.M. @ Peak Property Management and Sales, 318 Elk Avenue

MEETING MINUTES

Call to Order/Roll Call

The Whetstone Townhouse BOD'S meeting was called to order at 4:00 P.M. on Tuesday, November 6, 2018 at Peak Property's office. The meeting notice was emailed on October 12, 2018, and the meeting agenda was emailed out on October 30, 2018. The meeting was represented by the following Board members and a quorum was established for an official meeting.

BOD's

Unit A4 Scott Brawner

Unit B1 David Bungay

Unit B2 Marita Whalen (Call in)

Unit A2 Marty Graves

Peak Property Management and Sales

Tom Hein-Association Manager

Approval of 10.4.18 BOD's Meeting Minutes

Dave Bungay made a motion to approve the 10.4.18 BOD's meeting minutes. The motion was seconded by Scott Brawner, all were in favor, none opposed, and the motion was approved.

Old Business

1. Snow poles set up/snow plowing.
-2018 Meeting Results: Both snow poles and snow plowing are set up and ready to go. Notices will be posted on doors and an email sent to owners before Thanksgiving reminding everyone of the winter parking and snow plow rules. A note will be added about not parking on Aspen Lane overnight. Unit A4 was given permission by the owner (Chandler's) to park their vehicle on their empty lot that Whetstone uses for snow storage. The Board mentioned the idea of purchasing the triangle piece of property Whetstone HOA uses from the Chandlers.

New Business

1. Roof Replacement Update/Discussion
-2018 Meeting Results: Jim Thomas Construction has not been on site in 3+ weeks and is not communicating updates. Roofing metal was supposed to be delivered to the site on Tuesday, November 6, 2018. As of November 13, no materials have been delivered. The Board discussed waiting on Jim Thomas to finish, contacting the Association's attorney to discuss options, and looking for a back up to complete the roof and fascia work. The roof metal was delivered on November 20, 2018.

2. Electric Panel Replacement Update
-**2018 Meeting Results:** The electric panel replacement is in process and should be completed by Thursday, November 15, 2018.
3. Discuss Projects
 - a. Front entry stain bids
 - b. Door Replacement at Bldg C, Water pump shed
 - c. Metal/wood shed dormers above electrical meters at C3, C4-**2018 Meeting Results:** The Board discussed each of the projects and decided the following:
 - a. Tom H. getting bids to stain entry decks/stairs for the next BOD's meeting.
 - b. The Board approved to replace the well shed door with a fiberglass door not to exceed \$800.00 The Board will revisit replacing building C entry doors at the next BOD's meeting.
 - c. The Board approved \$300.00 for material and labor for two metal shed roofs to cover electric meters at C3, C4.
3. Update on HOA reimbursements and meeting minutes
-**2018 Meeting Results:** Tom H. reported that Drew H. reimbursement was sent to him for his electric panel and Ben M. requested that his reimbursement check for the HOA audit be held. The Board briefly discussed Ben's email regarding the recent HOA meeting minutes and decisions about the audit reimbursement. The Board decided to wait for further communication from Ben before responding.
5. By-laws update. Need in word document form to make changes.
-**2018 Meeting Results:** Tom needs the Word version of the new By-laws to complete changes and approve.
6. Discuss raising dues another \$25.00 at the next annual meeting.
-**2018 Meeting Results:** The Board unanimously proposed raising the dues \$25.00 at the next next annual meeting.
7. Open Items
-**2018 Meeting Results:** Scott B. and Marita W. were selected to be on the new bank signer cards. Tom H. will set up and notify board members to sign bank cards.
-**2018 Meeting Results:** Marty Graves asked about the wood stove inspection reports and the 6" stove pipe to drywall clearance issue. Tom H. mentioned he see's that in most inspection reports and it's due to a building code change, and is not necessarily a fire hazard. The board decided to discuss the issue with the owners at the next annual meeting.

Financials

1. Review current financials
-**2018 Meeting Results:** Tom H. reported all the owners were current on dues, the operating account had \$15,695.20, the reserve account had \$24,880.87, and \$300.00 in accounts receivable for total asset amount of \$40,876.07.

Next Meeting Date-Monday, April 8, 2018 at Peak Property 4:00 PM

Adjournment

Dave Bungay made a motion to adjourn the meeting, Marty Graves seconded the motion, all were in favor, and the motion was approved. The meeting was adjourned at 4:44 P.M. on November 6, 2018.