

Silver Queen West Condominium Association  
Board Meeting via Zoom  
September 25, 2020

**Directors Present:**

Lydia Fausset, Larry Funk, Joanne Gipple, Paul Gottler, Elaine Johnson, & Stan Stansfield,

**Resident Manager Present:**

Tom Brennan

**Board Representative Present:**

Patti Vande Zande – Basic Property Management, Inc. (BPM)  
Gary Nicholds – Basic Property Management, Inc. (BPM)

President Joanne Gipple called the meeting to order at 1400.

**Approval of Minutes:**

*After changes in the minutes, a motion was made and seconded to approve the minutes for the June 5, 2020 board meeting. The motion was unanimously approved.*

**Board discussions outside of regularly scheduled meeting via Zoom and email:**

Decision #1

Angelique arranged to meet on site with a representative of Turner Morris. On June 19, 2020. Tom & Mark Hubbard inspected all of the decks on buildings C & D. After the inspection, Mr. Hubbard was extremely confident that the deck membrane would continue to perform as it already has for an extremely long time. Because there is a concern, Mr. Hubbard agreed to extend the tolling agreement for an additional five years to June 19, 2025.

If an individual deck leaks as a result of wrinkles the membrane will be replaced, except in the case of gross negligence on the part of the owner or tenant. Angelique received a letter from Turner Morris indicating the extension of the tolling agreement. It was again stated that no metal or metal edged shovels are to be used on these decks.

*A motion was made and seconded to accept the tolling agreement from Turner Morris for another five years, expiring on June 19, 2025. The motion was unanimously approved.*

## Decision #2

Board members met in a discussion of A & B building retaining wall replacement as the present wall is rapidly deteriorating. The board received a bid of \$42,000 from Emore Construction to remove the existing wall, disposal of the spoils, installation of a rock wall and the installation of electrical raceways for post lighting at a later date.

*A motion was made and seconded to approve the bid from Emore Construction in the amount of \$42,000. The motion was unanimously approved.*

## Decision #3

The board discussed that changes were needed with our present declarations.

*A motion was made and seconded to enlist Lindsay Smith, attorney for Winzenburg, Leff, Purvis and Payne, LLP to work on a proposal for revisions to association declarations. The vote was unanimously approved.*

### **Administrative Report:**

Patti reported the financials as of August 31, 2020. The association year to date has \$233,347.99 in operating cash. In reserve cash, the association has \$298,209.74 for total cash of \$531,557.73. The operating surplus is \$9,512.09. The reserve surplus is \$77,596.46. for an overall surplus year to date of \$87,108.55.

Gary Nicholds indicated that he has spoken to Lindsay Smith and she is working on a rough draft of proposed declaration changes.

### **Budget Report:**

The budget committee (Joanne, Stan, Lydia and Elaine) met in August beginning with a review of the 2020 budget. Using 2020 budget status as well as expected increases, the committee developed projections for the 2021 budget. As an end result, the committee recommends a dues increase of 4%, which will give us a projected 2021 budget surplus of \$652.00.

*A motion was made and seconded to approve the 2021 budget as presented with a 4% increase. The motion was unanimously approved.*

*A motion made and seconded to continue the 2% for early payment of association dues for the coming year. The annual dues must be paid in full and arrive in the offices of Basic Property Management's no later than January 31, 2021. The motion was unanimously approved.*

**Manager's Report:**

Tom reported that the vehicles and backhoe are in good working order going into the winter months. He has inspected the fireplace flues and heat tapes. The replacement retaining wall for Buildings A & B is near completion and painting and staining of many areas is also complete. All plumbing and heating systems are in good operating condition.

**New Business:**

Patti brought up a discrepancy in the billing of the Internet and television service. Comcast bills the association one amount for each unit. The association presently bills the Internet service to owners, by unit and the television service by unit square footage.

*After a discussion, a motion was made and seconded, effective January 1, 2021 to change unit Comcast billing to all owners equally. The motion was unanimously approved.*

Stan brought up a concern about construction changes being completed without county building permits. The board discussed adding this to the current list of changes being considered in the association declarations.

*A motion was made and seconded that the board advise owners to be responsible for obtaining county building permits when remodeling units. The motion was unanimously approved.*

**Board Meeting Schedule:**

The annual board meeting is scheduled at 0900 on November 14, 2020 via Zoom. Three board positions are up for election. If only three owners run for the board, a board meeting will be held immediately after the annual meeting. If more than three owners run, the board meeting will be held at 1400 on November 14 to allow for tallying of the votes.

**Adjournment:**

*The motion was made and seconded to adjourn at 1700. The motion was unanimously approved.*

Respectfully submitted:

Larry Funk