

Silver Queen West Condominium Association
Board Meeting via Zoom
February 12, 2021

Directors Present:

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

Resident Manager Present:

Tom Brennan

Board Representative Present:

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

Owner's Present:

Marsha Hennessy Unit # 7335
Michael Kelley Unit # 7315
Ryo Kuwasaki Unit # 7309

Call To Order:

President Joanne Gipple called the meeting to order at 1500.

Approval of Minutes:

After minor changes in the minutes, a motion was made and seconded to approve the minutes for the November 14, 2020 board meeting. The motion was unanimously approved.

Administrative Report:

Patti reported the financials as of January 31, 2021. The association, year to date has \$205,055.34 in operating cash. In reserve cash, the association has \$298,209.74 for total cash of \$503,265.08. The operating surplus is \$9,272.61. The reserve surplus is \$8,953.34 for an overall surplus year to date of \$18,225.95. Twenty-one owners took advantage of the 2% discount for prepayment of dues prior to February 1, 2021 and the association added \$5,655.00 to the Working Capital Reserve in 2020.

President's Report:

Joanne mentioned that we should review our books for 2021. She estimated the cost for the review between \$2,500 to \$3,000.

After a discussion a motion was made and seconded to perform a review for 2021. The motion was unanimously approved.

The board had planned to discuss declaration changes at this meeting, but as board members have not had enough time to review the material, the meeting with Lindsay Smith was delayed. After a discussion the board agreed to review the material in a working session with Lindsay Smith on February 24 at 1400.

Manager's Report:

Tom reported that association vehicles and the backhoe are in good working order. Tom is dealing with some leaks in Building A storage tank and minimal problems in another heating unit with a faulty check valve. No major or unexpected issues with the buildings so far this year. He has experienced some heat tape failures, but has been able to make temporary repairs. Storm doors continue to be a problem with the loss of three over the last four days with a total of seven doors lost since November. Owners are reminded that the approximate cost is \$365 for a mandatory screen door replacement. Issues have developed in end units with owners that have changed the original thermostat with replacement units that are dependent upon a battery. Recently there was a major water issue in a rental unit when the renter decided to remove the tub cartridge without making arrangements for Tom to shut off the stack water supply. The lower two floors experienced water damage, but the damage was minimal because of Tom's availability and quick action. Recently, it was necessary to tow two vehicles and there have been some noise issues with tenants and owners. Tom has experienced issues this winter as many residents are working from home and are reminded that they must move their vehicles frequently during snowstorms to allow for parking lot plowing.

After a discussion a motion was made and seconded for Tom working with Gary to write a letter to all end and studio units explaining that changes in their thermostats must be of a type that is approved by the association manager. The motion was unanimously approved.

Old Business:

There was a discussion to use a drone to inspect building roofs. The idea was tabled to our next board meeting.

Lydia and Angelique completed visits to all units with the exception of studios in the inspection of the association's master lock system. The complex has two

different Kwikset master keys. A 5-pin master and a 7-pin master that is designated Silver Queen West. The scope of the investigation found the following result:

There are eight units in Building A that the association has no immediate access, two in Building B, three in Building C and nine in Building D. A full report will be provided to the board and Tom as soon as all of the studio units are checked.

There are some outstanding issues with an insurance claim for units 7016, 7026 and 7036. Joanne continues to work for a resolution. It was noted that the association's insurance continues to be of concern and it is important that the board move forward with changes in the declarations and the rules and regulations.

New Business:

The association received a request from an owner to waive a late fee for dues payment due to a bank delay in processing of approximately 10 days.

After a discussion, a motion was made and seconded to wave the late fee. The board unanimously agreed to wave the small fee.

An email was received from an owner after receiving the inspection report for his unit. The owner requested that the association offer a list of individuals that are available locally to make minor repairs. Tom said that he could send out a list of a couple of handymen that have worked in the buildings that may be willing to assist owners.

Board Meeting Schedule:

It is hoped that the next board meeting can be held at the offices of Basic Property Management in Dillon. The Friday board meeting will be followed by a clean-up day Saturday morning.

The next board meeting was scheduled for June 11, at 1500 with a clean-up day beginning at 0900 on June 12.

Adjournment:

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

Respectfully submitted:

Larry Funk