

Silver Queen West Condominium Association  
Board Meeting via Zoom  
June 11, 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:**

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

**Owner's Present:**

Chuck Hakkarinen

**Call To Order:**

President Joanne Gipple called the meeting to order at 1400.

**Approval of Minutes:**

*A motion was made and seconded to approve the minutes for the February 12, 2021 board meeting. The motion was unanimously approved.*

**Administrative Report:**

Gary reported that Basic Property Management has begun the process of upgrading their accounting system to make it easier for board members and owners to get information. The upgrade will include website changes that will allow owners to review documents, their account, rules & regulations and board information.

The association's insurance policy renews on July 1 and Steve DeRado, the association's insurance agent, will provide information in about two weeks.

### **President's Report:**

Joanne reported that the association with the help of our attorney has received the final payment from Chubb Insurance for the water leak in unit 7036.

Joanne announced that the budget committee will be meeting August 12. The budget committee members are, Elaine, Lydia, Joanne, Stan & Tom.

### **Manager's Report:**

Tom reported that vehicles are in good running order. Boilers and water heaters are working fine with no leaks in building water systems. Damaged storm doors have been repaired or replaced. A storm door dead bolt latch was located and being installed in an effort to reduced storm door loss. It is important that owners make certain their storm door is latched as they enter and leave their unit. Building A's main sewer is flushed regularly in an effort to reduced blockage.

A couple of minor ceiling leaks were identified from a small hole in the roof membrane in Building D. In an effort to start the planting of flowers early in spring, a small greenhouse was purchased. The grounds have been raked and the trees trimmed.

Most rules violations relate to parking. Summer projects include minor roof maintenance, patching of broken concrete at the building C & D pans, connecting light post electric and an assorted list of plumbing repairs.

Tom plans to speak to Ed Storako about balcony repairs. Ed will be checking on the availability of materials. Lydia stated that the 2021 budget has \$75,000 earmarked for balcony repairs. Balcony repair are estimated at \$2,500 per balcony.

### **Old Business:**

The board is considering purchasing a drone for the purpose of building inspections. Stan was charged with investigating the feasibility of purchasing a unit to assist Tom. Additionally, Stan agreed to call the board's attorney in a discussion of the current laws that relate to the use of a drone for inspections.

*A motion was made and seconded that the board pursue the purchase of a drone with the board's attorney's approval. An amount of \$900 was set aside for this purchase. The motion was unanimously approved.*

**New Business:**

Stan mentioned that the board might want to look into a company, Home Check, that offers associations and owners the ability to inspect their units as well as a maintenance service. The company has a maintenance division with a maintenance crew that can perform repairs. The board agreed to set aside 30 minutes at the next scheduled board meeting to allow a representative of the company to offer a presentation.

**Board Meeting Schedule:**

The annual meeting is tentatively scheduled for November 6, 2021 at 09:00 for coffee with the meeting to follow at 09:30 at a location to be determined. A board meeting will be held immediately after the conclusion of the annual meeting at the office of Basic Property Management.

**Adjournment:**

*The motion was made and seconded to adjourn at 1715. The motion was unanimously approved.*

Respectfully submitted:

Larry Funk