

Town Home Board Minutes

February 2, 2012

1. Approve minutes from last meeting

-Minutes from the August, 2011 meeting are under review by the board.

2. Review financials

-Cash position reviewed, as of 12/31/11, is approximately \$9000. January pending invoices of \$3800.

-Currently all homeowners are current on their assessments (prior to January Qtrly invoicing.)

3. Maintenance

- Current maintenance needs

- i. Mechanical room insulation

An estimate of \$2700 was provided to install insulation underneath the rooms and into the wall cavities, and to install wire mesh to prevent rodent intrusion. Board agreed to defer this to the fall of 2012 as no current pressing need.

- ii. Mechanical room electrical improvement

An estimate of \$2550 was provided to provide for repair and improvements to comply with code. Board agreed to defer this to the fall of 2012 a year as no current pressing need.

- iii. Roof Moss Treatment

Most roofs currently have some evidence of moss. This will need to be completed every two years. Mike Derrig shared that is an area of many owner complaints. Gregg moved to approve full moss treatment for a bid up to \$4200 in the April/May timeframe. Lewis seconded the motion. The motion passed unanimously.

- iv. Building Paint

Board is considering the right approach based on preliminary paint bids including specific color schedule, trim schedule, and total body (excludes trim and soffits) scope. Board is proposing that the trim be a continuous project handled as required out of the maintenance budget. The Board will prepare a proposal for owner review once additional bids are secured.

- v. Metal roof cleaning

Mike Derrig recommended that we start a roof cleaning cycle with a small sample to evaluate costs, cleaning cycle, and outcome. Terry moved that

we approve up to \$1000 to start this project. Gregg seconded the motion. The motion passed unanimously.

vi. Trim Touch-Up

Board has decided to delay allocation to this item until the painting proposal is completed and presented to the owners.

vii. Gutter Cleaning

Lewis moved that we approve up to \$2000 to continue this annual task. Terry seconded the motion. The motion passed unanimously.

viii. Fence Cleaning/Treatment

The test is still pending to determine the most cost effective approach. Gregg moved that we approve up to \$2000 to complete this test. Lewis seconded the motion. The motion passed unanimously.

ix. Routine maintenance inspection

Gregg moved that we approve up to \$2000 for the annual building inspection. Lewis seconded the motion. The motion passed unanimously.

- Draft routine maintenance inspection scope

-An outline of routine maintenance inspection was reviewed by the Board at the meeting. Upon completion it will be provided to the owners.

- Draft landscape schedule

-An outline of annual landscape responsibilities of the Townhome Association is under development and review. Upon completion it will be provided to the owners.

- Fire protection rate issue

-The Board is still evaluating what option, if any, we have to consider alternatives based on the rate increase. Service is not an issue, only the financial increase.

4. Appointment of new member to Master Board and ARC

-Don Clark was appointed to take this position.

5. Ludlow Bay Village design standards

-Feedback has been provided to the LBVA on the design standards draft.

Adjourned 4:25 PM.