

**CENTRE POINTE CONDOMINIUM ASSOCIATION
BOARD MEETING MINUTES**

DATE: Thursday, April 6, 2023
PLACE: INTEGRA Management – Conference Room
TIME: 10:00 AM

CALL TO ORDER

Debbie Haddad, President, called the meeting to order at 10:05 am.

INTEGRA was requested to prepare the Minutes of the meeting.

PRESENT

Debbie Haddad – President	Don Milsop - Secretary
Robert Sandeen – Vice President /absent	Richard Luff – Member at Large
Ron Kowalski – Treasurer	
Tess Allison - Integra	
Cindyrae Mehler - Integra	

AGENDA Ron Kowalski motioned to approve the agenda; 2nd by Don Milsop; and, passed.

PAST MEETING MINUTES

Ron Kowalski motioned to approve the Board meeting minutes from 11-03-22; 2nd by Don Milsop; and, passed.

Ron Kowalski motioned to approve the Board Organizational meeting minutes from 02-15-23; 2nd by Don Milsop; and, passed.

Acceptance of Resignation from Robert Sandeen. The submitted resignation from the Board by Robert Sandeen was accepted unanimously by the Board, with the Board Member’s thanks for the many years of service to both the community of Centre Pointe Condominiums and to the Board.

Appointment of new Board Member Martha Oleen [A-107] to replace Robert Sandeen. Motion by Ron Kowalski to appoint Martha Oleen to fill the vacancy on the Board left by the resignation of Robert Sandeen and to serve until the next Annual General Meeting; 2nd by Don Milsop; and, passed.

Board Positions: Following discussion on Board Positions going forward, Motion was made by Ron Kowalski that Debbie Haddad would serve as President, Don Milsop would serve as Vice President, Ron Kowalski would serve as Treasurer, Richard Luff would serve as Secretary, and Martha Oleen would serve Member-at-Large; 2nd by Don Milsop; and, passed. Debbie provided a list of regular duties she performs as Board President and suggesting assistance from all Board Members to share the responsibilities.

INTEGRA REPORT/FINANCIALS

Tess Allison gave the financial report through 03-31-23, advising there is currently \$99,053.94 in the operating account and \$428,612.24 in Reserves for a total bank of \$527,666.18. General Repairs and

maintenance completed since the AGM are as follows: Garage lighting replaced + lighting parts; exterior lamp post B&C repairs + bulbs; A-306 new FSS dry head sprinkler install/cutout & repair; front entry sign lighting and light poles, pole light near street cap off electrical as Debbie instructed; A-bldg track leak into garage; install visitor parking signs & posts as instructed; re-stock dogi-pot bags/ 2 cases in store room; A-bldg furnace issues/ 2 control transformers & repairs [BID to follow from Lynden Sheet Metal]; C-bldg stairwell lighting/ ballast & replace; C-bldg garbage room lighting failed/ disassemble fixture and correct; C-bldg main lobby door [night call out] temporary fix to get through the night, return next day with parts to fix; A-101 slow leak in closet/inspect all units in stack – correct/ interior pipe in wall leak; B-bldg Electrical Room – failed motor/bearings [parts and correct]; C-bldg reinstall drainage downspout; Seagull patrol all bldg's; D-bldg replace section of failed roofing [able to do without a lift]. All repairs completed from 12-22-22 FSS break by Professional Carpet Cleaners – water extraction/initial demo of impacted units; and, remediation work completed by M&M Construction. We are working to coordinate an on-site lift for high maintenance projects [Gutter cleaning, window cleaning, vent cleaning] once a vent cleaning vendor is selected and dates are provided on availability.

A-bldg Furnace is at the end of life. Maintenance does not feel we will not get through another year. At this time we have a Bid from Lynden Sheet Metal \$17,500 to replace. We are seeking two additional bids to be provided to Board for review and decision.

OLD ITEMS

1. **Outside lighting:** Board is looking at specific locations to add supplemental directional lighting/safety lighting. During the Board Walk-about locations will be selected and then the work will be scheduled.
2. **Water Heater Replacement:** Log Sheet maintained for all buildings/all units. In the event a unit fails to comply the association will forward the non compliance issue to their attorney for legal action.
3. **Outside Parking R&R's compliance:** Compliance with the visitor parking rules is being achieved to ensure unit owners/residents are able to have guest parking available. Compliance with the R&R's is mandatory as there is no other parking area available for guests.
4. **Investment Update:** Ron Kowalski provided a report on savings/reserve investments and returns on funds on deposit. [report attached]

NEW BUSINESS

1. **Change of Reserve Account Signors:** With the resignation of Robert Sandeen from the Board discussion was held regarding whom would serve as signors on association reserve funds.

Following discussion, Ron Kowalski motioned that effective immediately Debbie Haddad, Ron Kowalski and Don Milsop will serve as the signers on all reserve accounts for Centre Pointe Condominium with reserve funds being held with Edward D. Jones; 2nd by Martha Oleen; and, passed. Ron Kowalski will provide Edward Jones the information they need to effect change of reserve account signatories.

2. **Onsite Janitorial – light duty maintenance items:** Board is preparing a list of additional light janitorial duties and low light bulbs replacement tasks to submit to Margaret’s Janitorial for an estimate to include this in with the regular weekly duties of our onsite janitorial services.
3. **Association Website:** The Board is open to planning for this under the 2024 Budget. Integra notes they have expanded their accounting program to include on-line viewing of owner accounts, submission of Work Order requests, credit card/debit card payments, etc.
4. **Landscape:** Ryan of New Heights North will complete spring walkabout of property for irrigation start up of systems and to check all heads/lines. Any repairs necessary to the irrigation system will be completed before new mulch is installed. Discussion on promoting a community involvement Adopt-a-Pot/Urn with pots to be placed in the front exterior entryways to the buildings as a colorful planting addition. Also discussed re-planting front triangular entry area of clubhouse with hardy/drought resistant plants. Perhaps install a drip system or look into cost to extend irrigation to this area. Carol Ann Milsop will walk the property with Cindyrae [Integra] to look at options and provide ideas for some recommendations: new planting to some beds.
5. **Rules & Regulations:** Board Members are reviewing R&R’s for items that may need updating or clarification and will submit recommendations to Board President. When received, the R&R’s will be updated in draft form for final review by the Board prior to being formally adopted by the Board, printed and provided to unit owners.
6. **Happy Gathering of Residents:** It would be nice to have an informal gathering of unit owners such as a meet & greet your neighbors. Following discussion, it was decided that on Saturday, August 5, 2023 the Board will host an Ice Cream Social at the Clubhouse. A Flyer will be prepared and posted in all of the Bulletin Boards in each building and in the Clubhouse. This should be a fun time for all!!

DATE OF NEXT BOARD MEETING: Wednesday, August 9, 2023 at 10:00 am – Integra Conference Room.

OPEN Q&A from audience: Carol Ann Milsop reported an open storage unit door in the garage that she was concerned about. // Debbie Haddad will check on this storage unit/ it is possible someone was in the process of moving items out of it.

Carol Ann Milsop expressed concerned with some residents not following procedure for proper disposal of items. // The Board noted that signage is placed at all garbage rooms – and they continue to try and educate residents on proper disposal of items.

There being no further items for discussion, the Board Meeting was adjourned at 12:40 pm.

Respectfully submitted,

Cindyrae Mehler
INTEGRA Management