

THE HARBOURS CONDOMINIUM ASSOCIATION BOARD MEETING

Date: 2/26/24, at Chuck Hajduk's unit

Call to order at 5:00p.m.

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|----------------|-----------------|-----------------------------|
| Board Members: | Chuck Hajduk | President |
| | Gary Anderson | Treasurer |
| | Austin Rivera | Secretary – Excused Absence |
| Management: | Constance Toles | The Highlander Group |
| Guest: | Josh Cummings | Kearns Roofing |

Motion to approve last meeting minutes of 10/23/23 Chuck Hajduk, second Gary Anderson.

Treasures Report:

2023 Year End Financials:

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|---------------------------------------|-------------------------------|
| 1. Owner's Aging Report | \$ 5,038.54 |
| 2. Operating Account | \$ 5,438.67 |
| 3. Reserve Account | \$ 40,021.61 (\$71,896.92 CD) |
| 4. Roof Replacement Reserves | \$ 6,900.00 |
| 5. Total Reserves | \$111,918.53 |
| 6. Accounts Receivable & Other Assets | <u>\$ 6,843.52</u> |
| Total Assets | \$125,817.52 |

January 2024 Financials:

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|---------------------------------------|-------------------------------|
| 1. Owner's Aging Report | \$ 3,848.54 |
| 2. Operating Account | \$ 10,648.16 |
| 3. Reserve Account | \$ 41,304.82 (\$72,141.58 CD) |
| 4. Roof Replacement Reserves | \$ 6,900.00 |
| 5. Total Reserves | \$ 13,446.40 |
| 6. Accounts Receivable & Other Assets | <u>\$ 3,249.53</u> |
| Total Assets | \$131,192.63 |

Motion to approve Financials Chuck Hajduk, second Gary Anderson.

Open Work Orders:

None

Water Usage Summary:

- 1058 Audubon – this building has three residents living in it, the December 2023 water usage seems high. Highlander to send out an email to this building asking them to check their water supplies: toilets, faucets, fridge, water softener. They will have one month to correct the problem, Highlander will do a test of their water and if the water usage has not dropped, Highlander will have the water department out to inspect the water meter.

President's Report:

Roof work:

- The Board met with Josh Cummings, Kearns project manager, who will be supervising the roof work. Josh thought the Board had the larger tile color sample boards but they do not. A meeting has been scheduled for February 29th at 10 am and Josh will provide larger sized sample boards. He will go on the roof and show the Board the different sample colors and the Board will go with the contractor's color suggestion.
- The cost to replace any rotted/damaged wood, is \$80 per sheet, which includes the cost of the wood plus labor to install and cost to remove and dispose of the wood. The size of the wood is 4' x 8'.
- Ice shields will go up the roof 6' and will include coverage on the dormers and roof ridge vent.
- The roof tiles will be delivered and stored on the building roofs. This will keep the materials out of everyone's way.
- Satellite dishes on the roofs, there are several. Kearns will remove the dishes but the resident will need to contact their supplier, and have it reinstalled once the roof has been replaced. **This will not void the warranty of the new roofs, per Josh.**
- Enrique will be the site manager; he is their top manager, and his crew are employees of Kearns.
- Once the roofs are started, they are expected to be completed within 2.5 to 3 weeks. Kearns will start at one of the community and will work their way around the 12 buildings. The work may start as early as the middle of March, weather permitting.
- It was discussed the moss that grows on the roofs should be apart of the yearly power washing maintenance that Azul Gardens does.
- Discussed having Azul Gardens do the front entry sign painting, as well painting street signs and several utility boxes that are rusted.
- Vita Green is aware they hit a sign, they will replace it and paint it.
- Karen Kingsley unit needs to have the backup sump pump changed to a battery backup.
- Need to get the community on a yearly maintenance program for curbs, railroad/retention walls.

- Highlander was asked to call the management company for Harbour Pointe on the Lake and find out when they plan on starting their marina wall repair, update them again The Harbours still has five years left before their wall needs to be repaired/replaced. Also, there are two handicapped people at The Harbours that will need to access to their boats during this time.
- Currently, the Marina Fund has saved approximately \$20,000, which would be to replace the marina wall. The cost from several years ago to replace the wall was approximately \$65,000 to \$67,000. The Marina Fund will need to have an assessment in order to have the seawall replaced. The Board to table this discussion.
- The Board discussed moving the payment for Sylvan Lake's treatment from the Marina Fund to the association as the entire community enjoys the lake.

Treasurer's Report:

- The Board wants to allow co-owners the ability to pay off their portion of the loan anytime they want. Their portion of the loan assessment would need to be recalculated for a price. This is necessary as several co-owners will be selling their units and if they are paying off their portion of the assessment, the association will not be paying for their interest so neither should the co-owner. Highlander to speak to Tom Emblom, CIT bank representative, for his take on how this has been dealt with at other communities.
- Budget: There is \$14,000 in the "Asphalt & Parking Lot" line item: \$4,000 is for driveway seal-coating and \$10,000 for curb replacement. There is \$4,500 in the "Miscellaneous Grounds" line item: for retention wall repairs and painting.

Management Report:

- Highlander will send to Josh Cummings the skylight list of residents and he will follow up with them. Payment is still due March 15th.
- Azul Gardens has signed the lawn contract for two more years, which will end 2025.
- TruGreen has been signed for another year for lawn fertilization.
- Loan coupons have been mailed out and an email was sent to those who have will pay toward their assessment.
- Spring walk through is scheduled for Monday, March 25th, same day as the next board meeting. Weather permitting, the Board will discuss at that time whether to walk before the meeting or wait for a warmer day.
- Water back up sump pumps were discussed and their ability to go „rogue,“ start working on their own and they will run up the cost of water usage and no one may even know. One unit will need to be changed out and a battery back up will need to be used.

Motion to adjourn: Chuck Hajduk second Gary Anderson

Meeting adjourned at 6:19 pm

Submitted by Constance Toles, The Highlander Group

Next meeting March 25, 2024