

# Inn Condominium Association

## Board of Directors Meeting Minutes

Thursday, October 6, 2022 - 7:00 pm Zoom

- In attendance:
- Lorna Koci, President
- Brian Zwerdling Vice President
- Mark Smoot, Treasurer
- Donette Speth, secretary
- Peter Morris, Director
- Ron Schmitt, Director
- Blake Parrish, Director – absent
- Neda Kobasijevic, Property Manager

### Agenda Items

Meeting was called to order – Quorum present

Minutes for August 18, 2022 were approved. Motion by Peter Morris with 2<sup>nd</sup> by Brian Zwerdling.

Financial report was discussed by Lorna Koci who reported the income to budget appeared to be 34k in the red, but after discussion, without the balance sheet, it cannot fully be determined. \$47k is in checking, \$41k is in reserve, \$44k in savings.

Lorna noted that some items were perhaps coded incorrectly, for example, snow removal showed charges that were probably lawn/gardening. Neda will work with Lorna to get charges in the correct buckets, as well as looking at items like propane, electric for the 14 plex and water that are higher than expected in order to prepare for budgeting. Neda will also provide information on any delinquent HOA dues by unit owner.

Parking discussion was opened up to the board and there was a consensus that despite a Valliant effort, signage was being ignored and we will need to get a plan together for stronger enforcement by April 2023. Possibilities are: Permits that must be on the vehicle, possible booting, and/or gates on lot entrances.

Lorna reported that there are still 5 outstanding maintenance items. (i.e. lights, ceiling etc,)

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Lorna attended the last Master Association meeting for the year, August, 2022. In addition to notes in the August minutes, Lorna mentioned she had the Master Association financials and will forward them to the ICA board. Also, pool repair has been deferred until spring.

The ICA board released an RFP for Property management bids. Epic has responded and has hired a full-time sunrise facility manager. And as an invested partner/owner in the association is focused on response times, timely financials and onsite management. A special meeting was set for October 13, 2022 at 7:00 pm for a more formal presentation to the board. Neda graciously offered to set up a zoom for the board to use, but she will not attend.

Reserve study review – Board members agreed to move forward on the items that were critical for winter such as heat tape, gutter repair and/or replacement, unsafe railing, paint touch ups. The painting of the railing was done, but members were not pleased with the quality and will pursue discussion with the contractor to make sure all elements of the bid were executed (i.e., rust prohibiting primer, scraping of old paint) One bid was received for around 22k for heat tape and \$2,200 for gutter. Mark will get comparison bids.

2023 budget preparation completion target is for October 2022. Lorna will facilitate and will schedule time with Neda to get all the actual numbers for a solid baseline for 2023.

Peter reported on the number of rental units went up one: 44 of the 64 units are rented out. Lorna asked Peter to get her information on number of owners that may own more than one unit to get a feel for how many entities (owners) are going to be affected by a maintenance fee increase for rental unit owners.

Lorna reported that she organized the keys to the units in the locked room in the Inn condo, they are arranged on a peg board, by row, by building. There are a few missing and she will run lead on acquiring the missing keys.

Action items were reviewed by Donette and completed items will be closed and new items will be added at the bottom of the table.

Motion to adjourn: Made by Lorna with 2<sup>nd</sup> by Brian.

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## Action Items

Item	Date	Item	Responsible	Plan or Status
1.	12/29/21	Obtain a list of units & owners with rental contracts within ICA-44 of 64 are rented out. Peter will report on composition of how many owners may have more than one unit.	Peter	open
2.	12/14/21	Fix Inn Building leak into Sunrise Resort – Access port installed since April meeting. Since the Aug meeting dye has been deployed and the leak appears to be a fracture in the main line between unit 202 and 206. One possible solution is inserting a sleeve. Bid is around 10k	Mark	High Priority
3.	1/14/22	Discuss need & solution for onsite presence – Epic has responded to the RFP and a special meeting is scheduled for 13 October for the board to hear Epic proposal and Q & A	Craig, Lorna	RFP out and responded to.
4.	1/14/22	Research the need for north parking lot amendments into Declarations, contact Marilyn, Hickman Title, Logan	Blake	High Priority Blake working
5.	3/12/22	Ask yard contractor to mow on Thursday instead of Tuesdays weeding done close	Craig	Closed
6.	4/12/22	Washer/dryer coin feature – Inn Building – duplicate from Work Order list	Craig	closed
7.	4/12/22	WiFi speed, seems OK, need to document procedures if there is a problem issues still persist	Brian /Peter	High Priority open
8.	4.12.22	Mark has Heat tape contact – One bid received – Mark to call 2 others for comparison	Mark/Lorna	High Priority Open

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9.	4.12.22	Answer Tennis Building garage pad questions	Research - TBD	open
10.	4.12.22	By-law's review	Blake and Lorna	2023
11.	4.12.22	Get information needed for out of state vendors	Craig	Closed
12.	4.12.22	Resident Directory – best not to do	Lorna	Closed
13.	4.12.22	Use of old pond land October: the board determined we have little if any control – move to close	Keep open for ICA to encourage development 5–10-year goal	closed
14.	4.12.22	Organize emergency use keys completed in September – still need a few missing unit keys	Lorna	Medium priority open
15.	4.12.22	Have owner meeting about parking resolution, vote on resolution, get and install towing company signs, stencil parking stalls	Peter coordinate Complete – signs arrived North parking lot posted tennis next	closed
16.	4.12.22	Property manager access to portal	Lorna to coordinate Todd Permitted others as requested	Closed
17.	4.12.22	Communicate about where trash goes	Lorna to coordinate	October
18.	4.12.22	Townhome construction, etc. items 1. Parking 2. Garbage 3. Construction vehicles in North parking Lot 4. Nails on road 5. Propane tank location 6. Noise before 8:00 am	Lorna to call developer – Rod Ongoing issues	High Priority
19.	4.12.22	2023 Budget prep	Mark, Neda, Lorna	Start in September –

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				pushed to October
20.	4.12.22	Property walk-through	All August 22,2022 meeting	closed
21.	8.18.22	Get Pool closure from Cory date – post to website.	Lorna Not posted	closed
22.	10.6.22	Short term rental HOA maintenance dues plan creation – Including: roll out, reasonable increase amount & Communication via owner blast via Neda in October.	All	High Priority open
23.	10.6.22	Create plan for parking lot enforcement for 2023	All	open

## Current Meeting Schedule

Date	Purpose	Time	Location
March 12, 2022	Board meeting	10:30 pm	Sunrise Resort, Zoom, Board Mtg
March 12, 2022	Annual meeting	12:00 noon	Sunrise Resort
April 11, 2022	Board & Owners	7:00 to 8:00 pm	Zoom (Craig)
April 11, 2022	Board meeting	6:30 pm	Zoom
June 30, 2022	Board meeting	7:00 pm	Zoom
August 18, 2022	Board Meeting	7:00 pm	Zoom
October 6,2022	Board meeting	7:00 pm	Zoom
Nov 13,2022	Board meeting	7:00 pm	Zoom
March 2023	Annual meeting	TBD	Sunrise Resort