

**Walton Village Condominium Association  
Board of Directors Meeting  
Wednesday, November 5, 2014**

**I. Call to Order** - The Board of Directors Meeting of the Walton Village Condominium Association was held on Wednesday, November 5, 2014 at the offices of Axis West Realty, Inc. The meeting was called to order by Stacy Huffman at 6:02 P.M.

**II. Roll Call**

1. Stacy Huffman – Gamma 6	4. Andrew Henry – Epsilon 8
2. Priscilla Schultz – Rho 8	5. Nikola Skoda – Rho 8, Beta 5
3. Art Burmeister – Gamma 5	

**Also in Attendance** – representing Axis West Realty, Inc., Brian Berge (Operations).

**III. Review WVHOA Conduct of Board Meetings Policy** – Stacy Huffman read a portion of the Conduct of Board Meetings Policy aloud to refresh the Board with proper procedures. It was noted that non-owners are welcome but are required to be designated in writing as a Member’s Representative. The Board may also place time restrictions on people speaking during a meeting. A brief discussion about allowing attendees to record audio at meetings ensued, and will be revisited by the Board in the future.

**IV. Review Meeting Minutes** – The meeting minutes from the Board of Directors Meeting, which was held on Thursday, July 31, 2014 were presented for review and approval. Some corrections were proposed and noted. Axis West Management will make the corrections and send the new draft to the Board for review.

**V. Financial Review** – The financial information for the Association was presented for review. This included the Balance Sheet, A/R Aging Summary, and Profit & Loss Budget vs. Actual dated September 30, 2014.

**A. Financial Overview** – A question was raised regarding what B&O insurance is and why it is a second insurance payment for the Association. Management will consult the Association Bookkeeper for clarification and inform the Board. Stacy Huffman remarked that she had spoken to Chris Catterson, an auditor for the Association, and that he said everything looks good according to his recent audit.

**B. Delinquent Accounts** – Delinquent accounts were reviewed showing that there are no new delinquencies of note.

- VI. Maintenance Update** – Brian Berge provided a brief update of recent and ongoing maintenance issues as follows:
- a. **Hot Tub** – A Missing drain cover was installed.
  - b. **Tennis / Volleyball Winterized** – Tennis and Volleyball nets were removed and stored for the winter.
  - c. **Pool Closure** – The pool is closed for the season and leaves have been cleaned from the area.
  - d. **Scoria Buckets** – Scoria buckets will be put out in the entryways soon to help residents maintain the entryways during winter weather. Priscilla pointed out that scoria is less effective than salt and Brian explained that it is recommended not to use salt for 2 years on the new concrete walkways due to the risk of damage. Maintenance plans to use salt during the winter of 2015/2016 again.
  - e. **Plowing Stakes** – Stakes will be set up to help plow drivers avoid damaging landscapes during the winter when snow coverage prevents a clear view of boundaries between parking lots and grass areas.
  - f. **Sprinklers Winterized** – The automatic sprinklers have been drained and winterized.
  - g. **Unauthorized Trailers/Vehicles** – Management is closely monitoring the parking lots to prevent unauthorized winter storage of vehicles and trailers. This time of year generally shows many new vehicles arriving. A couple of trailers have already been removed.
  - h. **Roof Nailing** – Art Burmeister asked about nails that extend to the underside of the balcony roofs on the Epsilon Building. Brian explained that the roofers used the wrong size of nails while installing the new OSB during the roofing project. The roofers have been informed and will clip off the nails so that they do not show from the balconies. This is lower priority than finishing the roof, so it will not be done immediately.
  - i. **Gamma 1 Sump Pump** – Art Burmeister spoke to Peter See, owner of Gamma 1, about a sump pump under the unit that may be noisy. Brian has been in contact with Mr. See and provided his cell phone number so that Mr. See could call while the problem is occurring and Brian could observe the issue. Mr. See has not yet contacted Brian, but the pump has been inspected and insulated in an attempt to quiet it. A new pump would likely resolve the issue, but the Board would like Management / Maintenance to verify the issue before a new pump is purchased.
  - j. **Maintenance Updates** – Management will provide maintenance updates to the Board via email every 2 weeks even if very little is going on.

## VII. Old Business

- a. **Roof Project** – Brian Berge gave an update on the progress of the roofing project for the Pi, Omicron, and Epsilon Buildings. When Wilson Roofing got onto the second building where it was expected to need a layer of OSB, it was discovered that the shingles came off cleanly and the new OSB would not be needed. This saves the HOA approximately \$9,000 off of the expected cost. The project is also well behind schedule but expected to be finished by Wednesday, November 12. Berge Construction has been completing work as they are able, but must wait for Wilson Roofing to complete other parts before continuing. Stacy Huffman inquired about the warranty of the shingles if they are laid in cold temperatures. Brian explained that Wilson Roofing stands behind their job and warrants it against leakage, but will check to make sure that there are no warranty issues due to the temperatures. Stacy also asked if it would be possible to determine ahead of time if extra OSB will be required on the roofs moving forward. Brian thinks it will be possible to determine the underlayment on the roofs, but that it won't necessarily guarantee whether the shingles will be easily removed or not. Early inspection of the underlayment could at least reveal the potential for having to lay new OSB.
- b. **Pool Project** – Stacy Huffman reported that she spoke to Debbie Metscher about her progress on potential replacement options. Debbie has not made any progress so the Board will be responsible for choosing options and acquiring bids. \$58 per owner per quarter is being saved specifically for a pool at this point. As pointed out at the Annual Meeting, a bank loan is also a possible option for funding a pool replacement. Options for replacement were rehashed and more formal proposals will be in place to present to Owners at the Annual Meeting. Different options for obtaining bids were discussed and several Board members will get bids from different contractors to help build a strong presentation. Art Burmeister will use his project management experience to help vet bids.
- c. **Old Hot Tub Building** – Brian Berge explained that Gregory Campbell had previously offered to remove the building at minimal cost, but as the details were discussed the costs were growing to the point that an estimate would be required. Management has not yet seen the bid from Mr. Campbell and solicited another bid from a new party but it hasn't been completed yet. A historical bid was believed to be in the \$5,000 price range. The bids will be emailed to the Board when they are received.

- d. **Dumpster Enclosures** – Brian Berge presented a bid that was obtained for building enclosures around the dumpsters on property. The bid is for a roofed enclosure for 2 dumpsters with a rolling garage door and an entry door on the side. The bid was \$11,700 and a rough bid. The Board would like to see a bid for an enclosure that does not have a roof and is lower cost as well as bids from other contractors. The Board believes that a minimal enclosure would still be effective in preventing illegal dumping. The question was raised as to what the shared dumpster agreement with the Townhomes is and if they may have a responsibility to share the cost of any enclosure. Stacy Huffman will find out if a permit would be required to build the enclosures.
- e. **Water Heater Policy** – Brian Berge provided updates about the 2 recent water heater failures that caused damage. Neither claim appears to be reaching the \$5,000 deductible of the HOA insurance policy, but claims are still open at this point. The Water Heater Policy that was drafted previously by Mark Freirich was discussed. The Board does not agree on how the policy should be worded, but agree that a policy should be put into place in an attempt to limit the costs incurred by the Association for damages caused by water heaters. The current draft policy will be forwarded to the Association’s insurance agent for review and input.
- f. **Rules & Regulations** – Priscilla Schultz and Stacy Huffman have been working on a draft of Rules and Regulations that will be more enforceable and will represent the intentions of the current ownership. A first draft has been compiled for Board review and discussion. The Board will review the draft section by section on their own and email their comments regarding proposed changes. Once an agreed upon draft is created it will go through the proper procedures for making changes to the rules. The possibility of allowing dogs at the property was discussed briefly and tabled for a later date. Priscilla expects that the following issues may be contentious and need some discussion: Balconies, Grills, Number of Vehicles, Pets, Penalty Enforcement, and Long-Term Parking Areas. Brian Berge recommended creating a brief rules overview for tenants that has less detail and is more likely to be read than the current 8 page document.
- g. **Notice to Townhouses Regarding Asphalt** – Evlyn Berge from Axis West Management has been in contact with the Management of the Walton Village Townhomes regarding the asphalt repair of the shared parking lot by Epsilon and Delta Buildings. The Townhomes requested the opportunity to obtain their own bids. The Board would like to give the Townhomes a deadline for acquiring

their bid and noted that the work must be of an equivalent quality to the work performed by Connell to date at Walton Village Condominiums.

**VIII. New Business**

- a. Fall Cleanup** – Management will meet with the landscapers to see if there are areas that need a fall cleanup – leaf raking etc.
- b. Community Garden Update** – Art Burmeister had previously agreed to meet with Stuart Orzach to discuss gardening issues on Walton Village property. Art is no longer willing to meet with Mr. Orzach. It is his opinion that owners should use the community garden downtown if they would like to cultivate a garden.

**IX. Meeting Adjournment** – The Meeting was adjourned at 8:02 P.M.

Respectfully Submitted,

Brian Berge  
Axis West Realty & Mgmt. Inc.