

# SSCA Minutes 2014-04-21

Monday, April 21, 2014 6:00 PM

- Attendees:
  - Evan Helmeid (president, secretary)
  - Karlee McMichael (vice president, treasurer)
  - Judy Morgan (board member)
  - Tim Brown (Favour Group representative)

- Time:
  - Called to order at 6:08pm
  - Adjourned at 7:12pm

## I. Call to Order

- Treasurer Report (McMichael)
  
- Financial Report (T. Brown)
  - Units in arrears: 6
  - Units with the attorney: 5
  - Units with unpaid dues for current month: 6

## II. New Business

- Minutes
  - ACTION to Helmeid:
    - Prepare minutes for March meeting
    - Prepare minutes for April meeting
  
- Favour Group
  - Buildium
    - VOTE to approve use of Buildium at a cost of \$100/mo to Stepping Stone.
      - Motion: Mr. Helmeid
      - Second: Mrs. Morgan
      - Result: Unanimous
    - ACTION to Favour Group:
      - ◆ Send Buildium to initial group of residents for break-in period
  - Subcontracting
    - Allow commercial subcontracting through Favour Group for goods and services up to \$4000 in value
    - Stipulation: SSCA must have a copy of all original contracts and receipts; invoice from Favour Group must include trackable reference to the contracts/receipts
    - VOTE:
      - Motion: Mr. Helmeid
      - Second: Mrs. Morgan
      - Result: Unanimous
  
- Repair and maintenance:
  - Security system (POC: C. Watson)
    - Need a new DVR
      - VOTE to purchase new DVR to cost no more than \$400
        - ◇ Motion: Mrs. Morgan
        - ◇ Second: Miss McMichael

- ◇ Result: Unanimous
- Damaged downspouts / gutters by buildings 4, 5, and 7
  - ACTION to Favour Group:
    - Solicit a bid for repair
- Pool
  - Open pool NLT Memorial Day. Purchase chemicals and perform repairs, as needed, up to a cost of \$500.
    - VOTE to purchase chemicals for swimming pool
      - ◇ Motion: Mrs. Morgan
      - ◇ Second: Miss McMichael
      - ◇ Result: Unanimous
  - Need to fix pipes from the January freezes. Up to a cost of \$150.
    - VOTE to repair equipment room
      - ◇ Motion: Mrs. Morgan
      - ◇ Second: Miss McMichael
      - ◇ Result: Unanimous
  - (2) Options: Saltwater conversion or continue with chlorine system
    - Saltwater conversion:
      - ◇ \$1100-1300 for control box and salt chlorinator, easy maintenance, lower cost of maintenance chemicals, the board can maintain/operate the pool
    - Current chlorine:
      - ◇ System is fine. Difficult to maintain water chemicals, higher cost of maintenance chemicals, recommend hiring someone to maintain/operate the pool
    - VOTE on system and its installation: purchase and install saltwater system
      - ◇ Motion: Mrs. Morgan
      - ◇ Second: Miss McMichael
      - ◇ Result: Unanimous
  - ACTION to Favour Group: Contact Jerome Stanley to inform him that his pool services are not needed this year
- Unit 2J balcony repair
  - Balcony is falling away from the building and is badly sagging. Extent of damage and needed repairs is unknown. Contractor needs to demo the balcony to determine full extent of damage. After demo, we will solicit additional bids for the actual repair work.
    - Cost: \$300 for demo work
    - Contractor: Hereford Construction
    - VOTE:
      - ◇ Motion: Mrs. Morgan
      - ◇ Second: Miss McMichael
      - ◇ Result: Unanimous
- Unit 2I AC unit and air handler
  - AC unit has damaged coils and fan bearings. The air handler has bad bearings. We have received multiple bids for the replacement of the AC unit and air handler.
  - AC Systems
    - Replace air handler (13 seer) and condensing unit (2T heat pump, Carrier brand)
    - \$3600
  - AC Systems
    - Replace air handler (13 seer) and condensing unit (2T heat pump, other

- brand)
    - \$3400
  - Joe East Heating and Air
    - Replace air handler (unspecified) and condensing unit (2T heat pump, Carrier brand)
    - \$3700
  - All Seasons
    - Replace air handler (13 seer) and condensing unit (unspecified)
    - \$4800
  - HC Blake Co
    - Replace air handler (unspecified) and condensing unit (2T)
    - \$5372
  - VOTE on AC Systems Carrier replacement
    - Motion: Mr. Helmeid
    - Second: Mrs. Morgan
    - Result: Unanimous
- Unit 8B repairs
  - Paint and caulking, remove and reinstall air handler and hot water heater, paint, recarpet re-pad great room, bedroom, and closet. Result of mold damage from earlier this year/ late last year
  - Cost \$4197.50, via Favour Group
  - VOTE:
    - Motion: Mr. Helmeid
    - Second: Mrs. Morgan
    - Result: Unanimous
- Vinyl siding repair
  - Vinyl siding is falling off or has fallen off in various places throughout the complex. Need to replace missing siding and re-attach siding that is falling off. Buildings 6, 4, 3, back patio.
    - Cost: \$700, to include Bldg 7 repairs
    - Contractor: Hereford Construction
    - VOTE:
      - ◇ Motion: Mr. Helmeid
      - ◇ Second: Mrs. Morgan
      - ◇ Result: Unanimous
- Gutter cleaning
  - Clean the gutters for the rest of the buildings. They have never been cleaned before. It would be good to get it done before the rainy season.
  - Contractor: Xterior Solutions
  - Cost: \$100 per building with total cost not to exceed \$900 (I would expect closer to \$500 total)
  - Contractor will not clean it if it doesn't require cleaning
  - VOTE:
    - Motion: Mrs. Morgan
    - Second: Miss McMichael
    - Result: Unanimous
- Unit 1K rat infestation
  - VOTE to provide owner with \$250 for restitutions
    - Motion: Mrs. Morgan
    - Second: Miss McMichael
    - Result: Unanimous

### III. Old Business

- ACTIONS to Helmeid from March meeting
  - FHA Re-Certification
- ACTIONS to Favour Group from March meeting
  - Resume repairs of clubhouse walls
  - Initiate repairs of unit 7G in accordance with approved bid
    - Status: COMPLETE
  - Assess need for other buildings to have gutters cleaned by contacting contractor and inquiring as to the state of the gutters
    - Status: Bids solicited for cleaning.
- Clubhouse repairs
  - Status: INCOMPLETE
- Door painting on 6 remaining units
  - Status: INCOMPLETE
- Unit 4M sink damage
  - Status: COMPLETE
- Unit 7G rain damage
  - Status: COMPLETE
- Unit 9B clean-out drain leak
  - Status: COMPLETE
- Unit 5K gutter clog
  - Status: COMPLETE
- Installation of separate thermostat in the clubhouse by AC Systems
  - Status: COMPLETE

### IV. Public Comment (LIMIT 5 minutes per topic)

- None

### V. Executive Session (if required)

- None