

**Summit Park Condominium Association
Board of Directors Meeting Minutes
Monday, July 18, 2016
Continental Country Club**

1. Call to Order: The meeting was called to order by President Wensman at 6:08PM
2. Attendees:
 - a. Board Members present: Randy Wensman, Melanie Lashlee, Maya Uddin, Teresa Vail, Nancy Hornewer, Ann Therese O'Sullivan
 - b. Board Members present by phone: Bob Woodwell, Ken Lamb
 - c. Board Members absent: None
 - d. Owners Present: Betty Lombardo, Pat Carr, Kelly Reber, Janice Reber, Gretchen Burgess, Michael Sacks, Roselle Whistler, Nancy Lamb
3. The Meeting Minutes from April 25, 2016 were approved as modified:
 - a. Correction to move Ken Lamb name from "Board members absent" to "Board Members present by phone".
4. Financial Report
 - a. May and June Results were approved
 - b. Tax Return was approved
 - c. Reserve Study Results: We are on target and in a good position right now. Will continue to monitor expenses.
 - d. 2017 Budget Planning: Meeting will be on September 17 to approve a budget. If there are any items that may be appropriate to add, send to Bob Woodwell for consideration. One addition to the budget may be to clean the second floor landings at the top of the stairways. Get inputs into Bob first and it will be discussed during the budget planning and approval on Sept 17.
5. Board Decisions/Actions
 - a. Seal Coating Proposal was approved to seal cracks in the parking lot and streets and seal the voids that exist between the concrete gutter apron and the asphalt. Arizona Seal Coating & Resurfacing submitted the selected bid for \$7,900.
 - i. Need to decide what is needed to repair any asphalt area under carports that has been damaged. We have sufficient funds to do repairs, but would like to understand what is needed.
 - ii. Crack sealing/seal coating will happen after Monsoon season and before winter
 - b. Downspout and Gutter Cleaning Proposal
 - i. ACME can clean the gutters as per usual (\$120/building). 11 Condo Building, 3 Trash Buildings and 3 Garage buildings.
 - ii. Have Rain-Bo Rain Gutters come in afterwards and install downspouts to existing gutters.
 - iii. Start with building 2 and 3
 - iv. Motion was approved for the entire guttering project (limit to \$15,000 max)

- c. Stairway Project:
 - i. Rust Removal/Painting status: still in process, priming is currently being done
 - ii. Step replacement proposal: Manufacture steps from Steps and Ramps contingent upon our approval of the sample – Motion was approved (120 steps). Bid for 120 steps is \$9,190.72 delivered to Flagstaff.
 - iii. Welding Proposal: Approval was made for Mayorga to do the welding proposal up to \$7,000.00. Summit Park handyman to assist in installation.
 - d. Landscaping: Discussion to put landscaping rock around the perimeter of Condo Building to reduce splashing on siding and wood trim, then finish replenishing the mulch at that building and determine if this holds up during monsoon season. Building 4 considered as a trial run. Measure the area first and talk about the concept and cost before proceeding. Continue with mulch, and get an estimate of putting rocks around the building. The rocks will be the same ones that are put under the stairways.
 - e. Legal Representation: The Board agreed to have Carpenter Hazlewood for our general legal representation and counsel. Non-binding agreement signed with Carpenter Hazlewood.
 - f. Holiday Lighting Rule Proposal: Spend more time reviewing and refining the language before creating a rule for the complex. This is tabled for now.
6. New/Old Business:
- a. HOA Picnic on September 10th, 2016: HOA provides catered sandwiches and non-alcoholic beverages for the picnic.
 - b. Residents can bring their own favorite dish, ice, and beverages of their choice.
 - c. Architecture (ARC) Committee: Screen doors are up that were either not approved or approved years ago. Melanie to find out the estimate of what it costs to paint the door. David Rizo to paint screen doors with the Board approved color. Owners will be assessed the cost of painting if they did not obtain Board approval before installing a screen door. Consider adding information in the next newsletter about the approved doors (color, style, model number, where to get them, and cost) – or whichever way is the most efficient way to communicate this. The Board will determine what colors, etc. are approved. This is an ongoing project.
 - d. Board Elections and Statement of Interest Request: Melanie will send out a request for a statement of interest for Board membership to all owners around mid-August. Giving membership 3 weeks to get ballots back in should be sufficient. Ballots can be mailed in or brought to the annual meeting. Ballot goes out in September, and meeting is in October.
 - e. Monument Repainting Update: In Process (\$300). Paint project of the metal bumper posts in front of the dumpster garages has been completed.
 - f. Stepping stones were removed from building 7.
 - g. Two new bike racks were placed however there is a need to settle on a final location. When final location is determined, the bike racks will need to be anchored to the ground to avoid theft.
 - h. Newsletter and Website
 - i. New manager of newsletter and website: Maya Uddin
 - ii. Please let Maya know if there are any inputs/corrections/feedback on the newsletter and/or website
 - iii. Teresa and Gretchen suggested to create “Standard Reminders” for the newsletters

- iv. Teresa has some newer pictures that can be added to the future newsletter
 - v. Suggestion for the next newsletter: add verbiage about what is allowed/not allowed in terms of fans in the “this and that” section.
 - vi. Mention rules about cigarette buds in the next newsletter
7. Owner Inquiry: Legal expenses, rental survey and liability coverage inquiries were taken care of by Randy. Rental survey – there can be a limit on number of rental units if the membership approves a change in the CC&Rs. We may be under-insured according to an individual owner. That owner thought we needed additional liability protection (this would be about an additional \$500 annually for each additional \$1 million of coverage). The HOA insurance agent indicated that our coverage (\$4 million) is comparable to other associations in the Flagstaff area. This subject is tabled until next meeting. Melanie will get some more legal feedback for the board to consider and make a decision.
8. Open Forum: Member Opportunity to Address the Board
- a. Flagstaff watering rule schedule/fines was provided by Roselle
 - b. Flagstaff city recycling flyer was provided by Roselle
 - c. Porch railings may be a poor design. The Board will evaluate replacing the two boards with 1 flat board and tilt it out and away from the building wall to lower risk of repair cost. (Roselle)
 - d. Observation: Passage way from our condo units to the townhome units may need more fencing. (Betty)
 - e. Window Fans: Is there a rule about window fan placement? Window fans cannot go beyond the screen (Betty)
 - f. Building 7: Could there be a sidewalk where the three stone plates were (that were removed)? A sidewalk here would be too dangerous because it is too steep and a liability. The Board chose not to entertain this request.
 - g. Melanie presented blueprints of the Northland Preparatory School Pickup Signs for when school starts and for overflow traffic. The board decided not to move forward with these signs at this time.
9. Adjournment: There being no further business, the meeting was adjourned at 9:18 PM.

Submitted By,

Maya Uddin

Secretary, Board of Director