

Townhomes at Crail Ranch

Board of Directors Meeting

September 26th, 2017 | 8:30 AM

Hammond Property Management Conference Room

Meeting Minutes

I. Welcome and Introductions

Josie Erickson called the meeting to order at 8:30 AM. Owners in attendance, whether by phone or in person, were George Bray (Unit 90), Charlie Callendar (Unit 30), Vince Meng (Unit 20) and Josie Erickson (Unit 65). Others in attendance were Scott Hammond, Jeff Malinowski, Ryan Welch and Seanna Farrow of Hammond Property Management.

II. Property Management Report

Ryan Welch presented the property management report on behalf of HPM. Main points included:

- Welch is going to be proactive with the coming snow fall/snow removal to avoid leaks.
- An electrician is coming this fall to check that all the heat tape is up and running before snow fall.
- Dry wall was repaired from roof leak damage
- Welch performed a campus walk-through with Precision Lawn Care to go over summer lawn maintenance expectations. Overall, they did a nice job keeping the grounds looking great all season.
- Started landscape project – modified flower beds for easier maintenance and added washed rock and weed-mat around campus.
- Fire extinguishers were replaced in all units.
- Expert finishes conducted touch up painting around campus.
- Millworks conducted window washing throughout campus.
- Welch installed Swallow deterrent at Units 125, 135, 68 and 78.
- Irrigation system was winterized.
- Changed trash services and cut costs by around 50%

George Bray noted that HPM may consider communicating anything going on around campus of general interest to the Crail Ranch Owners and Board via email. Vince Meng commented on the concrete driveways that need work since the land around them has settled and shifted. Welch said this project will need to wait for Spring but he is aware of the work. “Concrete Apron Construction/Improvement” will be added to the Annual Meeting Agenda. Welch has had several inquiries about privacy walls for more units. HPM can get an estimate for both new privacy walls and concrete aprons – the estimate will be more reasonable if more than one unit is scheduled. HPM will get quotes for both individual units, and campus wide. This concluded the Manager’s Report.

III. Old Business

Welch asked about the painting schedule for 2018. There is currently a rotation of two different buildings painted every year which will likely remain the same. There is wear and tear on the paint from both the sun and the winter weather.

IV. New Business

The group discussed the possibility of putting Cold-Roofs on all units in the complex. Specific prices may be discussed at the Annual Meeting. Some pros to the completed process are no roof shoveling/steaming, and *possible* heat savings. The potential projects were discussed at length as well as considering the current and future budget and reserves. Hammond recommended the board if they would like to get a proposed budget together with a more realistic timeline for the projects.

Hammond touched on the propane switch from Northern Energy to Montana Energy Alliance. As of October 1st, the switch has taken place and the only document needed to complete the process is an application from each owner returned to MEA to set up an account for billing purposes. These documents have been distributed to all owners.

V. Adjourn

Meeting adjourned at 9:45 AM.