

Crail Creek Club
Board Meeting, Tuesday, March 3, 2020 at 10:00 am
Meeting Minutes

Call to Order

Bill Pinna called the meeting to order at 10:00 am.

Attendance

All board members were present including Bill Pinna (phone), Tom O'Connor, Ann Scheder-Bieschin, Paul Atkins, and Bryan Dige (phone). Scott Hammond, Ryan Welch and Seanna Farrow were also present.

Past Meeting Minutes

Tom and Bryan motioned to approve meeting minutes from March 5, 2019 and November 11, 2019; Paul seconded the motion. All were in favor and the meeting minutes were approved as presented.

Roofing Estimates & Line of Credit Discussion

An Expense Register was included for review. The total roof construction cost of three buildings completed in 2019 totaled \$248,075 (approx. \$82,691 per building) and did not include the additional costs of heat tape installation (approx. \$7,000). The total cost for the remaining five buildings will be \$413,459. After discussion, Ann motioned for Tom, Rich and Scott to investigate and shop rate and terms for a line of credit for the remainder of the buildings on a 3-4-year term. Bill seconded her motion, and all were in favor.

It was noted that the gutter installation process was not ideal in 2019. Ryan should be able to line up the gutter work with Rooftop Solutions for this spring, as well as an for the roofing project this summer.

Bryan motioned to schedule the construction of three buildings for 2020 and schedule the remaining two buildings to be completed in 2021. Ann seconded his motion, and all were in favor. Bill requested that a contract be drawn for the gutter contractor and electrician that are hired so the work can be completed in a timely manner. The board would like to set a June 15th start-date for the 2020 roof construction.

Scott requested that the board entertain an email from him that breaks down the management fees and responsibilities of HPM related to the roofing project that are outside the day-to-day or monthly obligations of Hammond Property Management. The board will review Scott's proposal and discuss at the next board meeting.

Governing Document Rewrite

Ann and Scott met with Alanah Griffith about rewriting the current governing documents. She is very experienced with local HOA's and provided Ann with the steps involved in pursuing a rewrite and the cost breakdown. There are several items that will need to be addressed to bring the HOA's governing documents into compliance. After discussion, Tom motioned to authorize the expenditure of \$2,000 to hire Alanah to provide documentation and recommendations of the changes needed in order to bring the association's governing documents into compliance and review the proposed changes as a board. Ann seconded his motion. All were in favor and the motion was carried.

Alanah will be invited to the next board meeting to potentially share these drafted documents.

Next Meeting

The next meeting was tentatively scheduled for Wednesday, June 3, 2020 at 10:00 am.

Adjourn

Bill motioned to adjourn the meeting at 11:24 am; Tom seconded. All were in favor and the meeting adjourned.