

HOLLIDAY HOUSE EXECUTIVE BOARD

Minutes
May 14, 2015

The meeting, held in Unit 301, came to order at 5:01p.m. Justin Windholz of Crystal Property Management and all Board members were present.

The Minutes of the last meeting, April 16, 2015, were approved.

CURRENT FINANCIALS were presented by Justin. Two questions arose regarding expenses: 1.) He was asked by Zona clarify what services we receive for the OUTSIDE Maintenance item budgeted for the year at \$6,000.00, expended so far \$2,212. He was then asked to add instructions to Custom Lawn Care to add the cleaning of the walks etc. of all three entries at least once weekly to their list of duties. 2.) Zona also asked if the item Fire Alarm Inspection includes the inspection and upkeep of the Fire Extinguishers. He explained that these were separate items done by two different companies and the Extinguisher charge was not included in that line item. He said there had been a mixup with that company resulting in the lapse of inspections of our extinguishers and they are to come next week to do it. No other questions about the financials were raised.

OLD BUSINESS

- 1.) The NEW LOCKS ordered from TRI COUNTY LOCKSMITH SERVICE proved upon installation of the first one, to be completely unsatisfactory. CPM notified the company of this and cancelled the order, refusing the bill. Gabe stated that new locks and 100 keys have been ordered from BiLock. Delivery is expected next week.
- 2.) PARKING I.D. NOTICES were posted a second time (this time in the evening) and more residents have gone to the CPM office to pick them up. The vehicle that was tagged for towing was driven from one side of the lot to the other and parked again. It is licenced and registered so we seem to have no recourse as it is parked properly along the west fence of the back lot.
- 3.) Custom Lawn Care has not yet set a time for a consultation about possible changes to our yard plantings. The NW corner of the building needs replanting where trees were removed last year. Other suggestions would also be welcomed.
- 4.) CPM hired Dana Yerian to INSPECT the building's FOUNDATIONS. He did so, checking the entire crawlspace. His report to CPM on May 8th said he found no evidence of structural stress caused by an unusual amount of settling.

NEW BUSINESS

- 1.) The broken condition of the back fence was noted. No action was taken.
- 2.) Notice has been given to all units (5/13/15) that fireplace chimneys will be inspected Tuesday, May 26, 2015, beginning at 9:00a.m.
- 3.) The boiler has been shutting down on its own, presumably a safety feature, This is an occasional, irregular happening over the last few months. The cause, so far, is undetermined.
- 4.) CPM has scheduled CARPET CLEANING of the Common Areas for Wednesday, May 20, 2015.
- 5.) Spring window cleaning has not yet been scheduled.
- 6.) It was noted that the heavy, metal drain cover in the driveway needs to be repositioned because the present gap on the uphill side can cause tire damage.
- 7.) The grated drain at the SW corner of the lot needs cleaning out.

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MINUTES of May 14, 2015 cont'd

- 8.) Mildred Brockway gave old HOA files which belonged to Rosalee Malaby to Justin for care or disposal if they prove to be duplicates of other records.

The NEXT MEETING is scheduled for June 11, 2015.

The meeting ADJOURNED at 6:47p.m.

Submitted by

Signed

Zona L. Hays, recording sec,y.