

Town North Condominium Association Board Meeting
April 23, 2024

In attendance: Clay, Teri, Gi, Leigh and Brianna from Heritage Property Management
Meeting called to order by Clay @ 7:03 pm

1. Heritage Property Management will send statements via e-mail
2. Special assessment will be on statements
3. Teri and Clay will go to bank and set up ACH
4. Discussed 3 accounts are temporary, not to last beyond August 30, 2024. Gi made a motion to change bank account from ANM Bank to Alpine Bank to get in line with Heritage Property Managements payment system. Teri second the motion. All in favor.
5. Discussed moving special assessment funds to high yield account
6. Briana will send contract from Heritage for review and signing
7. Briana needs meeting minutes and banking authorization form signed to have access to banking
8. Heritage will start bookkeeping May 1, 2024
9. Discussed lease for on site property manager. Maddie made motion to have attorney exclude management of Unit 16 from HOA. Gi second the motion.
10. Heritage will send welcome letter to owners
11. Secretary Of State filing will be done by Heritage
12. Briana advised we need to register with DORA. Briana will see if we are already registered. If not, she will get it done.
13. Discussed website being out of date. Heritage will build page on their website for Town North.
14. Briana advised we need policies and procedures per state law. Heritage will create and add to website. This will need to be approved and signed.
15. Discussed not having a property manager for the month of May, Rio will empty trash and pick up dog waste 3x per week
16. Pool and BBQ will open end of May
17. Discussed replacing washer valve due to a leak and brought up to code. 8 more to do in the future.

Meeting adjourned @ 8:15pm