

Town North Condominium Association Board Meeting
November 19, 2024

In attendance: Clay, Teri, Gi, Leigh and Haddie by Zoom
Meeting called to order by Clay @ 6:10pm

1. Documents/mail exchanged.
2. Clay gave grounds update.
 - Pool is closed. Pool is a fiberglass, saltwater pool.
 - Clay will make appointment to open pool in April 2025
 - Pool guy said motor is going out. Teri will put \$1000 in pool budget for 2025
 - Chlorine was a problem 2024. Gi will check on certification and discuss class
 - Irrigation system has been blown out. Discussed fall tasks and proposals.
 - Discussed assessing the irrigation system and coming up with a plan.
3. Discussed facilities manager job description and upcoming review. Gi will send out job description for review. Discussed performance review and ask property manager for work scope.
4. Discussed electrical outlets. Briana got 3 bids. Clay will call Bri and have her hire Barnes Electric to replace outlets in stairwells.
5. Discussed mansard project. Discussed owner complaint about rotting boards and curling shingles. Haddie set up meeting with roofing company to meet board onsite for a walk through on Friday at 10:30am
6. Discussed top cap. Gi will discuss with roofing company.
7. Discussed soffits.
8. Discussed dumpsters. Residents putting trash in recycle dumpster. Clay had Briana to send letter to owners and tenants. Teri discussed meeting with Bruin trash company. They suggested gate with signs.
9. Teri gave update on financials. Integra will audit and close out 2024 and audit owner accounts
10. Discussed options for accepting payments. Gi agreed to be admin for payments through Alpine. Talked about owner notification e-mails for change in payments. Manual checks will be sent to Unit 16. Gi will pick up and deposit. Teri will move forward with Alpine and emails.
11. Discussed auto pay set up with Heritage. Clay will ask Briana.
12. Clay will follow up with vendor list and 1099's, insurance certificates
13. Clay will go to Post Office and do COA.
14. Discussed Highline Internet reimbursement
15. Files need to be picked up at Heritage on December 10th. Gi will pick up. Clay will notify Heritage
16. Went through November income statement. Discussed utility costs. Haddie will get water and sewer bills from city.
17. Discussed having property appraised after upgrades.
18. Discussed Unit 16 remodel costs and code violations increasing cost

Meeting adjourned @ 8:06pm