

**MINUTES OF THE HUNTER'S RIDGE TOWNHOUSE ASSOCIATION**  
**BOARD MEETING**  
**Tuesday, 10 January 2012**

**CALL TO ORDER**

The Meeting was called to order at: 5:30pm at the Louisville Public Library Board Room

Board members in attendance were: Dianne Bernier, Maria Harper, Craig Small,  
Lesley Socash, Jay Strickland

New Level Managers: Carl Weakland

**ESTABLISH A QUORUM**

Five Board Members were present; a quorum was established.

**APPROVAL OF MINUTES**

After reviewing the Minutes, Craig made a **MOTION** to approve the Minutes and Jay seconded; the Minutes were unanimously **APPROVED**.

**OWNERS' AND RESIDENTS' FORUM**

1. Maria said that the tree in front of her unit has been trimmed but her screen is damaged, and she is considering requesting a replacement from the HOA. Carl reiterated that screens and doors are owner responsibilities. Maria understood but said that the damage was caused by the tree outside.
2. Carl presented a request to waive the late fee that will be assessed for a monthly dues payment received after 19 December. The Board unanimously agreed that there cannot be an exception made to the policy.
3. Maria believes that the mice problem in her unit has been resolved.
4. Jay asked if the snow that is placed in reserved parking spaces can be relocated to Visitor spots, and Dianne asked if we can clear some of the ice in some of the spaces. **ACTION:** Carl said that we can pay to have a Bobcat come in to relocate some of the snow. Maria also suggested that we designate some Visitor spots for snow when the parking spaces are repainted in the future.
5. Dianne requested clarification pertaining to the "Budgeted" and "Actual" amounts listed under Insurance and Landscaping Contract for the 2011 year. Carl stated that the Insurance covers two policies, not contracts, and therefore, the amount may change. Carl also said that the Landscaping amount variance is likely due to an entry made in the wrong category, and that he will review it.
6. Unit 242 Owners were present to discuss how to resolve the snow melt problem presented during the 2011 Annual Meeting that concerned ice accumulation in the north gutter and on the front steps of their unit. Carl presented an action plan that detailed how the current 4-inch gutter will be replaced with a 5-inch gutter, and that it will be installed on an increased slope to allow for better drainage. Also, the gutter that is part of the adjacent roof will be redirected with a different downspout to reduce overall snow melt entering the new gutter. Carl also explained that the

repairs will occur on Friday, 13 January 2012 to allow time for the ice to melt enough so that the gutter company can work in the area.

Carl also proposed that an electrical heater/ melting device for the gutter could be another option to possibly decrease the ice accumulation. Because this type of heating device would be activated by an inside switch it would require some electrical (wiring) work both inside and outside of the unit. Owners of Unit 242 agreed this might be a good option for them, and they understand that they would be responsible for the costs of the heater and any electrical modifications to their unit that would be necessary to install it

Concerns pertaining to dampness near the rafters in the attic of Unit 242 were also presented. Carl discussed the final section of the action plan that includes a review of the area by the roofing company, and repairs to the area, after the gutter work is completed. The Board members and Owners of Unit 242 agreed with Carl's assessment and understood that ice damming is occurring on the north-facing units, particularly in the areas that do not receive direct sunlight, and that progress is being made towards resolving the issue.

## **APPROVAL OF FINANCIALS**

The Financials for December 2011 were reviewed by the Board. A **MOTION** was made by Craig and seconded by Jay to approve the Financials. The Financials were unanimously **APPROVED**.

## **REPORTS OF OFFICERS**

### *President's Report*

1. Maria had nothing to report at this time.

### *Property Manager's Report*

1. Carl reviewed the unpaid dues and phone log with the Board. Delinquent fees are up \$450.30 from November. This increased amount is typical for the end of the year because of the holidays.
2. Carl will respond to an Owner regarding a question on notes and fliers placed on our mailboxes, and will inform Owner that he may remove them when they are placed on the mailboxes. The Board discussed reminding residents in the next newsletter that fliers, notices or advertisements may not be placed on the mailboxes as they are the property of the US Postal Service.
3. Carl reported that he placed notices on three cars that have been parked for an extended period of time.
4. Carl presented photographs of ice damming that is occurring throughout the neighborhood to demonstrate how melting doesn't occur on all sides of the buildings, even when the outside temperature is above freezing.

## **OLD BUSINESS**

1. Carl presented a bid from Sierra Seamless Gutters to add five downspouts, and to replace and/ or repair existing gutters in five other unit locations. The work will total \$2456 and an additional \$250 will be needed for the gutter modifications on Unit 242. New gutters will be painted during the summer when the buildings are scheduled to be painted. Funds for the repairs and painting will be taken from the amount allocated for Building Maintenance. A **MOTION** was made by Dianne and seconded by Craig to accept the bid. The bid was unanimously **APPROVED**.

## **NEW BUSINESS**

Election of Officers:

A **MOTION** was made by Craig and seconded by Jay to appoint Maria Harper as President. Maria accepted.

A **MOTION** was made by Maria to nominate Dianne Bernier as Vice President. Dianne declined the nomination because her schedule will allow her to serve only as a Director.

A **MOTION** was made by Maria and seconded by Craig to appoint Dianne Bernier as Director. Dianne accepted.

A **MOTION** was made by Maria and seconded by Dianne to appoint Craig Small as Vice President. Craig accepted.

A **MOTION** was made by Maria and seconded by Dianne to appoint Jay Strickland as Treasurer. Jay accepted. Craig and Jay will meet to discuss budget review and procedures.

A **MOTION** was made by Dianne and seconded by Craig to appoint Lesley Socash as Secretary. Lesley accepted.

## **NEXT MEETING DATE AND PLACE**

The next meeting will be held at the Louisville Public Library, Second Floor Board Room, on **Tuesday, 7 February 2012**. Please note this meeting is scheduled one week earlier because of the Valentine's Day holiday.

## **ADJOURNMENT**

The meeting adjourned at 7:04pm.

**-End of Minutes-**