

**CT
CONDOMINIUM
HOA MEETINGS**

MINUTES

JANUARY - DEC. 2016

CT Condominium HOA Board
January 19, 2016
369 Stillwater Creek Drive

Officers present:

Alice J. Jones – President
Calvin Braaksma – Vice-President
Linda Showalter – Treasurer
June Crouch – Secretary
Betty Madill – Member-at-Large

Others attending:

Charlotte & David Cleveland, members
Don Henson, member
Dustin Jackson
Erin Cooper

The meeting was called to order by Alice at 5:00 p.m. The minutes stood approved as written. Alice welcomed new Board members Cal and Linda, as well as Dustin and Erin from Management Associates.

Owners Forum

Don Henson, 322 Slough Creek & the Clevelands, 308 Slough Creek, presented concerns about paint peeling & other siding issues on their units. Charlotte explained the Painting Policy, which units were painted while she served on the Board, and the process of filing a claim with Hardie siding. Alice explained why a structure and other gables were painted in 2015. The Board will follow up on the information given.

Treasurer's Report

December Financials

Income/Revenue	\$12,828.94
Expenses	\$13,531.71
Reserves	\$ 2,105.00
Total Net Income	\$- 2,807.77
Checking	\$118,013.77
Money Market	\$58,014.95

Reserves

Insurance	\$10,000.00
Capital	\$42,125.00
Maintenance	\$41,707.20

Alice stated that the Money Market account holds all our reserves. She moved to transfer monies that are set aside for the Reserves to the Money Market account every 3 months. Betty seconded the motion, which passed by unanimous vote.

Linda reported that 7 owners have been notified of delinquent dues. All but 3 owners have responded & paid. She & Kara will take further action as per the Delinquency Policy.

Old Business

Contracts

Both contracts will be reviewed for a final time by Board members, Kara, our bookkeeper, and by Dustin, our new property manager before signing. The contracts are retroactive to Jan. 1 of this year.

Snow Removal

Betty, Cal, & Alice have noted improvement since the Board met with the contractor in December; June cited damage to sprinklers & other issues. Dustin can meet with the contractor, Bozeman Site Services, in the spring to oversee any needed repairs to lawn, sprinkler heads, etc.

New Business

Policy for Absentee Owners/Renters

Alice explained why this policy is necessary, citing safety concerns in case of emergency, the need to access utilities in a unit when an owner is gone, given that 2 units in a duplex share some utilities. She further stated the need for better communication with owners who rent, their property management company, & renters. The draft of this policy includes a contact form for renters and caretakers. A lengthy discussion followed, with input from Dustin of Management Associates, who shared his experiences enforcing HOA policies. June asked for more Board input before the next meeting. The completed policy will be published for owners' review before adoption. This procedure was established with the Delinquency Policy in 2015.

Management Associates

Dustin Jackson, owner, and Erin Cooper, in-office staff member in charge of HOAs, were introduced & discussed exchange of information, duties, and various procedures. They have already received an anonymous letter and responded to complaints about snow removal, but will need time to "come up to speed", as the transition to property management from a volunteer board, and the transferal of CT Condo's records, will take time.

The Board and Dustin were in full agreement that we will **not** respond to anonymous letters.

Their contact information is at the mailboxes; further information will be in the next newsletter.

The meeting was adjourned at 6:55 p.m. Next meeting will be Feb. 23, 4:00 p.m. at 427 Slough Creek Dr.

Respectfully submitted,

June Crouch, Secretary

CT Condominium HOA Board
February 23, 2016
427 Slough Creek Drive

Officers present:

Alice J. Jones – President
Calvin Braaksma – Vice-President
Linda Showalter – Treasurer
June Crouch – Secretary
Betty Madill – Member-at-Large

Others attending:

Judy Weigand, member
Peggy Kimmet, member
Dustin Jackson &
Erin Cooper, Management Associates

The meeting was called to order by Alice at 4:00 p.m. The minutes stood approved as presented.

Owners Forum

Treasurer's Report

January Financials

Income/Revenue	\$14,583.69
Expenses	\$17,908.56
Reserves	\$ 1,296.25
Total Net Income	-\$ 4,621.12
Checking	\$110,100.21
Money Market	\$58,013.64

Reserves

Insurance	\$15,000.00
Capital	\$43,421.25
Maintenance	\$41,707.20

Linda reported that seven delinquency notices were sent last month and that she is following up.

Old Business

Property Manager Report

Dustin updated the Board on the re-siding of 4 structures on Hanley. The available siding was the wrong size; the correct materials have been ordered & are due to arrive in early March; Little Bear Construction is scheduled to begin work at that time. Dustin will continue to coordinate this job with Kenyon Noble and the contractor, and he will notify the owners with more details before the work begins. An owner expressed frustration at the delays.

CertainTeed Siding

Alice reported that three additional structures have been identified with separation of joints that is greater than that allowed under warranty. They are 332 – 346 Hanley; 360 – 382 Hanley; and 246 – 268 Stillwater. The structure on Stillwater had already been re-sided with CertainTeed product, which has shrunk. She will get the necessary information to Dustin, who will look into claims submission. Claims were submitted last year for 2 other structures on Hanley. Those claims are still pending.

Absentee Owners Policy

The Board discussed at length a revised draft of the Absentee Owner Policy and the Renter Policy, which are separate. CT Condos is growing, but also aging. The condos in the first phases are roughly 10 years old. As they age, problems can increasingly occur. This policy deals with specific procedures in case of emergency or damage to your or your next-door neighbor's unit. Whether an owner does not live here, is gone part of the year, or just for a day or two, the Board needs to know whom to contact in case of emergency. Cal gave a good example of gas being left on in his unit accidentally while he was gone for a few days. Neither the Board nor Management Associates wants your key, but we may need access to your unit when you are gone if a problem arises.

Renter Policy

For the safety & peace of our CT Condos neighborhood, there is a need for better communication with owners who rent and their tenants. A key component of both policies is a contact form, which the Board suggests that all owners and renters complete. Drafts of both policies, as well as the contact form, will be in the next newsletter for owner review before they are adopted.

New Business

Paint Fading

Cal examined the information on claims for 308 – 322 Slough Creek and says we have nothing to lose by filing a claim against Hardie Siding. The claim sites several issues with the paint and siding. Betty wants Dick Schroeder to look at this structure before proceeding.

Lawn Care for 2016

There was unanimous agreement that the Board retain Great Northern for the coming year. June moved that Dustin request a bid from GN for lawn and irrigation services. This will include 2 new phases on Eagle Creek. Cal seconded the motion, which passed.

Betty reported that Cashman's needs to finish trimming of shrubs and trees this spring.

Other

1. Ken LeClair is turning over phases 12 and 13 to CT Condominium on April 1, 2016. There are 6 units in each phase, all on Eagle Creek. The Meet and Greet committee will contact new owners with the Handbook and other information in the coming weeks.
2. A tall lamp post on Fallon was hit and is now tilted, so that its light shines directly in an owner's condo at night. The damage is considered destruction of property; whoever caused it is liable for damages. Dustin will follow up with Northwest Energy and the City.
3. Peggy Kimmet, our webmaster, said that our website had several hundred visitors last month. She is updating the site and welcomes your input, photos, etc. Find it at www.ctcondosmt.com/home.html.
4. Linda now has the "blue box" on her front doorstep (427 Slough Cr.) for payment drop-offs or correspondence. It was formerly at 369 Stillwater Cr.

The next meeting will be held March 22, 4:00 p.m., at 322 Pine Creek Drive.

The meeting was adjourned at 5:40 p.m.

Respectfully submitted,

June Crouch, Secretary

CT Condominium HOA Board
March 22, 2016
322 Pine Creek Drive

Officers present:

Alice J. Jones – President
Calvin Braaksma – Vice-President
Linda Showalter – Treasurer
June Crouch – Secretary
Betty Madill – Member-at-Large

Others attending:

Peggy Kimmet, member
Dustin Jackson &
Erin Cooper, Management Associates

The meeting was called to order by Alice at 4:00 p.m.

Minutes

Linda stated that she sent out two delinquency letters, not seven, as written in the February minutes. The minutes were approved as amended.

Owners Forum

Treasurer's Report

Linda contacted four owners by phone and sent two letters, resulting in \$960.00 collected.

February Financials

Income/Revenue	\$14,194.79
Expenses	\$13,406.37
Reserves	\$ 1,296.25
Total Net Income	\$ -507.83
Checking	\$112,234.69
Money Market	\$58,017.58

Reserves in money market & checking

Insurance	\$15,000.00
Capital	\$44,717.50
Maintenance	\$41,707.20

Old Business

CertainTeed

The 4 structures being re-sided at this time are on Hanley: 224-246; 301-313; 321-327; and 373-397. This action is the result of claims settled with CertainTeed last year. Dustin reported that re-siding on the two-story structure is nearly complete, and the crew has started work on a second structure. Dustin is working with Kenyon Noble on claims for several additional structures.

Painting

Fading & other issues have been reported on one structure in Phase 3. Dustin is getting input from Dick Schroeder on this and other structures that need to be painted. Claim(s) will be filed.

Absentee Owner & Renter Policies

The drafts of both policies were in the Feb/Mar newsletter. Upon further discussion and final editing, both policies were approved by the Board. They are attached with the minutes, along with the contact form.

Lawn Care

There was some damage to sprinklers during snow removal this winter; Bozeman Site Services will repair any damage as per their contract with us. Owners are asked to look at the lawn along their driveway & contact Dustin if they have damage to sprinkler heads, or any other damage. Dustin presented Great Northern's bid for lawn and irrigation services. After discussion, June moved to contract with them for 2016. Alice seconded; the motion passed. Great Northern will check all sprinklers during start-up this spring.

New Business

Violation Policy

Two drafts of a violation policy were compared and discussed. Dustin and Erin gave examples of fines levied in similar policies of local HOAs. Amount of fines and time period for their payment are still to be determined. Alice suggested that the Board bring ideas to the next meeting.

Crawl Space

Dustin said an owner had concerns about water lines and location of a shutoff valve in his crawl space. That valve is in only one unit of any duplex. He said owners should be aware of where that valve is. Dustin offered to check any owner's crawl space for leaks, mold, to change the furnace filter, etc., at owner expense. More information will be in the upcoming newsletter.

Meet & Greet

Thanks go to Peggy Kimmet and Lorna McCormick, who have met with four owners on Eagle Creek, distributing handbooks & pertinent information. Three units are unfinished; two more have absentee owners. Questions came up about insurance & awnings. Look for information regarding insurance in the next newsletter. In 2014, 75% of members voted against allowing awnings; Peggy asked that the issue be revisited.

The next meeting will be April 19, 3:00 p.m., at 241 Slough Creek Drive. Please let June know if you plan to attend.

The meeting was adjourned at 6:15 p.m.

Respectfully submitted,

June Crouch, Secretary

CT Condominium HOA Board Meeting
April 19, 2016
241 Slough Creek Drive

Officers present:

Alice J. Jones – President
Calvin Braaksma – Vice-President
Linda Showalter – Treasurer
June Crouch – Secretary
Betty Madill – At-Large

Others attending:

Peggy Kimmet, Bill Binek, Jack Pollari
Dustin Jackson, Erin Cooper –
Management Associates

The meeting was called to order by Alice at 3:00 p.m. The minutes stood approved as written.

Owner Forum

1. Jack Pollari, 351 S. Hanley, suggested something be done to enhance the park, and brought information on picnic tables for the gazebo. Since the park is owned by Ken LeClair, Alice proposed she write him a letter asking about park usage. Jack also expressed concern about the siding being a continuing problem.
2. Bill Binek gave an update on cracks in his siding at 268 Stillwater. His unit was re-sided following a settlement with CertainTeed in 2013.

All units on Hanley, and some on Stillwater, were originally sided with CertainTeed product.

Treasurer's Report

March Financials

Income/Revenue	\$13,638.94
Expenses	\$20,515.13
Reserves	\$ 1,296.25
Total Net Income	\$-8,172.44
Checking	\$107,379.56
Money Market	\$58,021.52

Reserves in Money Market & Checking

Insurance	\$15,000.00
Capital	\$46,013.75
Maintenance	\$41,707.20

One owner is delinquent; all others are current. Alice will meet with Linda to update the financial reports to reflect re-siding costs coming out of the CertainTeed settlement, rather than showing a negative net income.

Old Business

1. The garage door at 369 Stillwater was damaged by the snow removal crew and needs to be repainted. Bozeman Site Services is responsible.
2. Some siding at 323 Stillwater was damaged by a lawn mower; Great Northern is responsible.

CertainTeed re-siding update

Re-siding is complete on the first 4 structures. Dustin is working with Kenyon Noble to ensure we get contractor price on the siding.

CertainTeed New Insurance Claims Update

Dustin has been in contact with Kenyon Noble to get information on our previous CertainTeed claims. He has not made any progress on this to date. Expectations and dates were set to accomplish this work.

Hardie Siding insurance claim

Dustin has made no progress on this but did meet with Cal to get contact information. Expectations and dates were set to accomplish this work.

Summer Painting

Dick Schroeder submitted a bid to paint 2 structures. A walk-around with Dick Schroeder is planned for next week to look at additional structures.

Shrub Trimming is complete.

Lawncare

The leaves have been blown out. Granular fertilizer will be applied the first part of May. Linda asked for a little notice before liquid herbicide is applied, due to its effect on people with allergies.

A request to hang plants was withdrawn.

New Business

HOA Insurance

Information will be in the upcoming newsletter.

New Owners

All owners of the completed condos on Eagle Creek have been contacted.

Other

1. *Please note: Garbage day will change to Tuesdays, effective April 26.*

Our provider is Republic Systems. Recycling is picked up every two weeks on Tuesdays by owner arrangement; owners pay for this service.

2. An owner requested approval of a polyaspartic coating on her front entry and patio, as well as the garage floor. Discussion ensued on uniformity of appearance of the limited common elements. Cal moved that we allow the coating on the garage floor, but that we not allow it on the entry or patio. Alice seconded the motion, which passed.

3. An owner requested approval of a propane fire pit on his patio. Dustin will get information on the City Code before we proceed.

4. The Absentee Owner Policy was approved by the Board last month. Three owners have contacted Alice regarding the policy.

The meeting was adjourned at 4:40 p.m. The May meeting will be held on the 17th, 4:00 p.m., at 289 Mill Creek.

Respectfully submitted,

June Crouch, Secretary

CT Condominium HOA Board Meeting

May 17, 2016

289 Mill Creek Drive

Officers present:

Alice J. Jones – President

Calvin Braaksma – Vice-President

Linda Showalter – Treasurer

June Crouch – Secretary

Betty Madill – At-Large

Others attending:

Bill Binek, Diana Pollari, & Ed Verry - owners

Dustin Jackson & Erin Cooper -

Management Associates

The meeting was called to order by Alice at 4:00 p.m.

Minutes of April meeting: Alice asked that the minutes show that she asked for discussion on Knox boxes, and that everyone declined. The minutes were approved as amended.

Owners Forum

1. Ed Verry brought information on a faulty water valve under the kitchen sink in his and one other unit on Pine Creek. He submitted a claim & installed a low-cost water alarm.
2. Bill Binek asked for an update on the CertainTeed claims.
3. Diana Pollari asked about the park and the garage sale.

Treasurer's Report

April Financials

Income/Revenue	\$47,143.78	(includes \$32,970.09 CertainTeed settlement)
Expenses	\$37,036.63	
Reserves	\$ 1,296.25	
Total Net Income	\$ 8,810.90	
Checking	\$91,802.93	
Money Market	\$58,025.21	

Reserves to Date

Insurance	\$15,000.00
Capital	\$47,310.00
Maintenance	\$43,327.20

Linda reported that of 108 units, one owner is delinquent. June moved to follow the procedure stated in the Delinquency Policy. Betty seconded. The motion carried.

Old Business

CertainTeed New Claim

The Board and Dustin will meet this week to get photos, so claims can be submitted for units 351/339, 382/360 on Hanley, and for units 268/246 on Stillwater.

Hardie Siding Paint Claims

Dustin presented the settlement offered for units 308/322 Slough Creek. After considerable discussion and comparison of costs, Cal moved that the manufacturer's offer be rejected on the grounds that the money contributed is too small, given the fact that the entire building would need to be painted, and that the refund would not be worth the void of the warranty. Betty seconded the motion, which passed.

Summer Painting

Dick Schroeder recommended that 409/403 Slough Creek and 451/433 Stillwater Creek be painted this summer. He submitted his bid for these structures, for the partial painting of 308/322 Slough, and for trim touch-up throughout the HOA. Alice moved that we hire him, and that we file Hardie claims for these structures. Cal seconded the motion. The motion passed.

CT Park

Mr. LeClair is willing to turn the park over to CT Condo at any time. The gazebo is finished. June has concerns about the current condition of the park and the costs of repair and improvements. Cal added that we need to know costs of electricity, lawn & landscape care, irrigation, etc., so as to adequately budget for them. Alice called for a committee, headed by Linda Showalter, to get information on costs and basic improvements. If you are interested in serving on this committee, please contact Linda. Her number is 581-6244.

Absentee Owner Policy

The policy applies to all owners, regardless of the amount of time owner is gone. Contact forms were sent out. If you didn't receive one, there are additional forms in the Info Box, or contact Erin.

New Business

Walk-A-Round

The first scheduled walk-a-round is May 21. Each owner will receive a checklist and will be given time to correct any problems. The Board will be looking at front doors, the condo exterior, fences, appearance of landscaped areas around units, trees and shrubs. Edging must be secured at grass level.

Owner Requests

Erin and Dustin presented numerous owner requests, many of which will be addressed on the walk-a-rounds.

Other

Discussion on the Violation Policy was postponed due to the length of the meeting.

The annual garage sale will be held on July 16. Contact Linda for details.

The next meeting will be on June 20, 3:00 p.m., at 403 Slough Creek Drive.

The meeting was adjourned at 6:20 p.m.

Respectfully submitted,

June Crouch, Secretary

CT Condominium Association
Board Meeting
June 20, 2016 403 Slough Creek Drive

Officers present:

Alice J. Jones, Pres.
Linda Showalter, Treas.
June Crouch, Sec.
Betty Madill, At-Large

Others present:

Bill Binek, Peggy Kimmet, Marie-Thérèse Ben-Youssef,
Judy Weigand, Richard McKay, Jack Pollari,
Roy Kelley & daughter, Joyce
Dustin Jackson & Erin Cooper (Management Assoc.)

The meeting was called to order at 3:00 p.m. by Alice. Vice-president Cal Braaksma was absent.

Owners Forum

1. Owner of 240 Pine Creek asked that we reconsider allowing polyaspartic coating on her patio. The Board will wait for Cal's input.
2. Owner of 373 Hanley told of problems with re-siding work done by the contractor and asked that he fix them. Alice will follow up.
3. Two owners have concerns about blight on trees in their area.
4. Owner of 387 Slough Creek presented a bid to repair water damage around a window. Alice asked that Lake Glass inspect, and that Erin get another bid, before proceeding.
5. An owner asked for clarification on weeding in the common areas.

The minutes of the May meeting were approved as written.

Treasurer's Report

May Financials

Income/Revenue	\$32,185.35		
Expenses	\$46,990.36 (includes \$34,813.72 HOA Insurance)		
Reserves	\$ 1,296.25	Reserves to Date	
Total Net Income	-16,101.26	Insurance	\$15,000.00
Checking	\$68,624.22	Capital	\$48,930.00
Money Market	\$58,029.28	Maintenance	\$43,327.20

While there are no delinquencies, 9 owners still need to pay the insurance assessment. Penalties and interest will be charged beginning July 1.

Old Business

The CertainTeed Claim was filed (see May minutes). There has been no word on settlement. Erin will continue to contact them.

Violation Policy

Two drafts were examined and discussed with input from Dustin on effective language and procedures. June moved to table approval of the policy until we have Cal's input. Betty seconded the motion, which passed. Owners will be able to review the Violation Policy in an upcoming newsletter.

Walk Around

1. The Board recently completed the walk-around of all 108 units in CT Condo. Letters and a checklist of possible problems were sent out. If you did not receive a letter, the Board did not see anything needing attention.
2. A number of front doors need to be re-stained and some need to be sanded, as well. Erin learned that the original stain used on some doors was interior stain. The clear coat was exterior; thus, resulting in premature weathering. Dustin will do a cost analysis of two options: re-staining & clear coat, or sanding to bare wood followed by re-staining & clear coat. Dustin suggested that owners **not** use a chemical stripping agent on the doors. Dick Schroeder is no longer doing doors, but Dustin has names of 2 other contractors. Contact him if interested.

3. Responsibility for removing suckers & for weeding under trees in the common areas was discussed at length. We invite owner input, as this issue needs to be defined.

Landscaping

1. Betty reported that some mature trees on Stillwater and Slough need to have their lower branches removed to allow for mowing.
2. Tree blight in the HOA was discussed with owner input. Erin recommended 2 different arborists and will follow up on both matters with Betty.
3. Some owners have asked to be on a shrub no-prune list, which was approved by the Board. Contact Erin if interested.
4. Management Associates will remove suckers and kill weeds around utility boxes, on the path and the streets.
5. City recommends mowing ditch banks in town twice a month.

The HOA **Garage Sale** will be held July 16 from 8:00 a.m. to 1:00 p.m. This year's ad in the paper will be eye-catching & signs will go up the night before. Be sure to call Linda (581-6244) if you're having a sale, the only one in CT this year.

Park No one volunteered to be on a park committee. Among issues discussed were the following:

1. Five trees need to be replaced. Most trees are being killed by gophers.
2. Walking paths are in poor condition or unfinished.
3. The grass is full of weeds.
4. The retention pond is in bad shape & overgrown with trees and grass. Last year restoration costs were estimated at \$3,000 - \$10,000 for the pond.
5. Street lamps have not been installed.

As a result, CT Condo HOA is not interested in taking over the park at this time. Alice will convey this decision to LeClair.

New Business

Annual Meeting was set for October 2, 2016 at Christ the King Lutheran Church, 4383 Durston Road. There will be a meeting for all new owners at 3:00 p.m., followed immediately by the general meeting at 4:00.

Requests: Owners are reminded to please submit a request form before starting any landscaping project.

1. Owner had concrete edging installed before submitting a written request. Approved (mowing unimpeded).
2. Owner had concrete edging installed before submitting a written request. Not approved but owner willing to trim where mowing impeded.
3. Sprinkler and sod problem on Eagle Creek; Dustin will follow up.
4. Edging and rock request in front and back of unit on Eagle Creek. Approved.

Other

1. There will not be a picnic this summer.
2. Alice moved to deny attorney charges from 5/31/16, as the charge was not approved by the Board. Betty seconded the motion, which passed.
3. Mr. LeClair intends to turn over Phase 14 (6 units on Mill Creek) August 1. Alice cited issues with sod and sprinklers that need to be addressed by Mr. LeClair before that occurs. She will look into our options, if any.

Next meeting will be at 3:00 on July 26th at 427 Slough Creek Drive. Seating & space are limited, so let Linda know if you are coming. Thank you.

The meeting was adjourned at 5:55 p.m.

Respectfully submitted,

June Crouch, Secretary

CT Condominium Association
July 26, 2016 Board Meeting
427 Slough Creek Drive

Officers present:

Calvin Braaksma, V. P.
Linda Showalter, Treas.
June Crouch, Sec.
Betty Madill, At-Large

Others attending:

Marie-Thérèse Ben-Youssef, Bill Binek,
Jack Pollari, Richard McKay, Sharon Ditterline

The meeting was called to order at 3:00 p.m. by Cal Braaksma. The Board received word that President Alice J. Jones is resigning, effective immediately. The Board thanks her for her leadership & diligent service on behalf of CT Condos over the last two years. We appreciate all she has done!

Owners Forum

1. An owner on Pine Creek wants other owners to be aware of faulty valves which were installed in bathrooms and/or kitchens on Pine Creek. She suggested that owners be proactive and replace the valves before leaks and subsequent damage occur, as was the case in her unit.
2. The Board voted to allow an owner to install gray polyaspartic coating on her patio, as per written request.
3. An owner stated that he and a group of other HOA members are not interested in getting unsolicited emails or letters from a member who continues to send them. He also said that it is important for anyone not wanting to receive such letters to contact the sender directly with a clear message: DO NOT SEND ANY MORE.

Minutes

June moved to amend the minutes of the June meeting to state, as Linda reported, the transfer of \$49,227.92 to the Money Market account. Cal seconded the motion, which carried.

Treasurer's Report

June Financials

Income/Revenue	\$31,205.66
Expenses	\$16,832.64
Reserves	\$ 1,296.25
Total Net Income	\$13,076.77
Checking	\$30,982.11
Money Market	\$107,265.02

Reserves to Date

Insurance	\$15,000.00
Capital	\$49,902.50
Maintenance	\$43,327.20

Old Business

CertainTeed update Erin had no news to report, after several contacts with the company.

Violation Policy

After discussion and input from Cal, he moved to adopt the final draft of the violation policy as amended today. Betty seconded. The motion passed. The policy will go out with the minutes for owner review.

Mowing/Irrigation/Landscaping

1. Two trees were replaced.
2. Erin talked with two contractors about trimming trees and received 1 bid.
3. Last year \$1500 was budgeted for tree spraying, which CT hasn't done in the past. Cal moved we use a portion of those funds to trim suckers. June seconded the motion, which passed. Linda moved that the remaining funds be used to trim trees, beginning on Stillwater and Slough Creek. The motion carried.
4. Betty stated that the shrubs around the base of the unit is owner responsibility.

Painting

Betty and Dick Schroeder checked the structures painted this year & discussed past procedures. The HOA will maintain it if the unit is chipping or peeling; fading is not considered maintenance. Mr. Schroeder recommends that the structures be painted every 8 to 10 years.

Annual meeting

1. Sunday, Oct. 2 2016, at Christ the King Lutheran Church, 4383 Durston Road

2. New Owners meeting at 3:00 (refreshments served)
3. Business Meeting 4:00
4. Cal will put the agenda together.
5. Linda presented 2 preliminary budgets for the Board to review.

New Owners

June met with three owners/residents at 212, 215, and 413 Slough Creek.

Requests

1. 387 Slough Cr. - Erin presented 2 bids to repair window and/or trim. Pending word from Jeld-Wen windows.
2. 202 Eagle Cr. landscaping and tree (Cashman's). Approved, owner will pay.
3. 341 Stillwater – Surge protector of the air conditioning unit caught fire; this product is on recall. Homeowner insurance won't cover; the Association has to fix the building. Mr. Schroeder is willing to repaint. Cal will pursue a letter to the manufacturer of the surge protector.

Phase 14 (6 units) on Mill Creek will be turned over to CT Condos on Aug. 1.

The next meeting will be held August 30, 4:00 p.m., at 241 Slough Creek Dr. Kindly let June know if you plan to attend. The meeting was adjourned at 4:50 p.m.

Respectfully submitted,

June Crouch, Secretary

CT Condominium Association
August 30, 2016 Board Meeting
241 Slough Creek Drive

Officers present:

Cal Braaksma, Vice-President
Linda Showalter, Treasurer
June Crouch, Secretary
Betty Madill, Member-at-Large

Others attending:

Bill Binek, Alice Jones, Judy Wiegand,
Peggy Kimmet, Leon Gover
Erin Cooper & Dustin Jackson,
with Management Associates

The meeting was called to order at 4:00 p.m. by Cal Braaksma.

Owners Forum

1. Alice brought questions about Rootbound, the arborist hired for tree trimming and removal, vs. hiring Cashman's.
2. Leon asked when painting would occur on the damaged siding on his unit. He asked the Board to stop owners from feeding some 50 ducks along the "creek". Discussion included creek bank erosion, destruction of lawn in the common area, potential health hazard, arising from encouraging a large population of wildlife. The Board will follow up on both issues.
3. Judy had questions about the proposed 2017 budget.

On a motion from Linda, the **July minutes were approved** as written. Betty seconded the motion, which passed.

Treasurer's Report

July Financials

Income/Revenue	\$15,137.47
Expenses	\$20,123.96
Reserves	\$ 1,296.25
Total Net Income	\$ -6,282.74
Checking	\$27,125.19
Money Market	\$107,273.54

Reserves to Date

Insurance	\$15,000.00
Capital	\$51,198.75
Maintenance	\$43,327.20

There are currently no delinquencies. June moved to approve the Treasurer's report. Betty seconded; motion carried.

Old Business

Annual Meeting

1. **New Owners:** The 21 new owners in our HOA are strongly encouraged to attend the meeting designed for them at **3:00 p.m. Sunday, Oct. 2, at Christ the King Lutheran Church, 4383 Durston Road**. June proposed a "nuts & bolts" slide show presentation for new owners which the Board approved. Refreshments will be served. There will be a break following the meeting.
2. The **Annual Meeting** will begin at **4:00 p.m.** Next month Erin will send out a packet to each owner with ballots, proxy, agenda, proposed 2017 budget, & the minutes from the 2015 annual meeting. It is very important that all owners attend, or send a proxy with a designated owner, in order to have a quorum to conduct Association business.
3. Cal presented a draft agenda for the annual meeting. Management Associates will give their report and be on hand to answer questions. This is a business meeting and will be conducted accordingly. Owners with specific issues not on the agenda can fill out a request/report form at the meeting, with Board/manager follow-up later. Election of new officers for the Board will take place. If you are interested in filling a worthwhile role & meeting some great folks, please talk with a Board member. We'd love to have you "on Board"!
4. Linda went over the proposed 2017 budget. The format will be similar to last year's. Cal moved that we approve the proposed budget for presentation to members at the annual meeting. June seconded; the motion passed.

Siding

Erin spoke to a rep in the CertainTeed claims office. Our claim has not been looked at yet. She will continue to call monthly.

Scorched siding on 341 Stillwater

The owner submitted a bill for repairs. Erin received a bid from Dick Schroeder to paint the damaged boards. June moved to pay for both repair & painting; Cal seconded. The motion carried.

Window Replacement

Betty presented the contract with MCC for window replacement at 387 Slough Creek. Cal moved to approve MCC's contract for replacement and repairs. June seconded the motion, which carried.

Tree Trimming Report

Erin responded to Alice's questions. Rootbound does carry liability insurance. No contract was requested by the Board. June asked for one before the arborist returns to finish pruning fruit trees later this fall. Betty moved we hire him to finish and pay him. Cal seconded the motion, which passed.

Edging at 365 Slough Creek

Owner was sent a letter last summer about edging up around the unit and further notification this summer. There has been no compliance to date. A certified letter will be sent with the Violation Policy, which is in effect.

New Business

Snow Removal 2016-17

Bozeman Site Services submitted a bid. Given less open space here in CT Condos, snow removal will be more expensive. His proposal includes snow-blowing the driveways at 2 inches, rather than using a Skidsteer; and clearing walks at 1 inch, which complies with City ordinance. Dustin explained the difficulty in contracting with a different company every year; contractors may offer a better rate with a 2- or 3-year contract. Erin will look into that & emphasize that we expect good service with minimal damage.

After discussion, **shrub trimming** was tabled until next meeting.

Common area landscaping issues

Cal moved to send a letter to the owner on Mill Creek asking to remove the garden and fence from the common area. Linda seconded the motion, which passed with 1 abstention.

Exterior air conditioning units are not permitted in windows. The owner will be asked to remove it.

Other

An owner brought a written request for & picture of a security keypad mounted with the door handle as one unit. Approved; great idea!

Next meeting will be September 27th at 3:00 p.m. at 303 Pine Creek Drive.

The meeting was adjourned at 6:05 p.m.

Respectfully submitted,

June Crouch, Secretary

CT Condominium Association
Board of Directors Meeting
September 27, 2016
322 Pine Creek Dr.

Officers attending:

Calvin Braaksma, V.P.
Linda Showalter, Treas.
June Crouch, Sec.
Betty Madill, Member-at-Large

Others attending:

Peggy Kimmet, Bill Binek, Bill Fowler,
Marie-Thérèse ben-Youssef, Richard McKay,
Jack Pollari
Dustin Jackson & Erin Cooper, Mgt. Associates

The meeting was called to order by Cal at 3:00 p.m. The owners introduced nothing during the Owners Forum. The minutes from the August meeting stood approved as written on a motion by Betty, seconded by Linda.

Treasurer Report

August Financials

Income/Revenue	\$15,264.70
Expenses	\$14,296.26
Reserves	\$ 1,296.25
Total Net Income	\$ -1,137.81
Checking	\$30,013.77
Money Market	\$107,283.24

Reserves to Date

Insurance	\$15,000.00
Capital	\$52,495.00
Maintenance	\$44,137.20

The treasurer's report was amended on a motion from June to include interest earned during August, correctly reported above as income/revenue. Cal seconded the motion, which carried.

Old Business

Siding update – Dustin gave details of the settlement of the CertainTeed class-action lawsuit. It applies to siding used between 1999 & Sept. 30, 2013. All claims must be filed before March 2020. Our claim is “in queue” for review.

Annual Meeting – plans were finalized for the meetings on October 2 at Christ the King Church, 4383 Durston Road. Remember to turn in your proxy before Sunday if you cannot attend. There are currently 2 positions open on the Board for 2017. Let a Board member know if you're interested.

New Business

Trees & Shrubs for 2016 – Rootbound will trim the fruit trees, as previously approved. For shrub trimming, Erin presented the bid from Rootbound Arborist. Betty presented the bid from Cashman's. After discussing the bids & qualifications of each contractor, Linda moved to hire Rootbound to trim the shrubs this fall. June seconded the motion. The motion passed with Cal abstaining & Betty strongly opposed. He will trim shrubs after a week of cold nights, by mid-November.

Snow Removal for 2016-2017 – Bozeman Site Services was approved at the August meeting. The contract has been signed; he offered us a discount.

Water Usage – June has looked at the water bills for 2015-2016. Several structures' bills are one-half to two-thirds higher than the budgeted amount each month. More will be in the autumn newsletter.

Other

1. Two owners on Eagle Creek have a muddy swamp around their condos. Dustin will call Great Northern to adjust the irrigation.
2. Management Associates will do a walk-through in November to unhook hoses & check exteriors before winter.
3. An owner's free-standing trellis poses no problem; approved.
4. The request for a bird feeder & birdhouse (on posts inside patio) is approved, but owner is asked to move feeders away from neighbor's patio fence.
5. An owner is pleased with irrigation, calling it an improvement this summer.

The next meeting will be held Monday, November 14th, 3:00 p.m. at 403 Slough Creek. Kindly let Betty know if you are coming.

The meeting was adjourned at 4:30 p.m.

Respectfully submitted,

June Crouch

CT Condominium Association
2016 Annual Meeting
Christ the King Church
October 2, 2016

After determining that a quorum was met with 75 owners represented, the meeting was called to order by Vice-President Calvin Braaksma at 4:07 p.m. He introduced past President Alice Jones, Treasurer Linda Showalter, Secretary June Crouch and Member-at-Large Betty Madill. Also introduced were Dustin Jackson and Erin Cooper of Management Associates.

Charlotte Cleveland moved to amend the minutes of the 2015 Annual Meeting to remove the phrase, "The crawl space is also HOA responsibility." Linda seconded. Discussion ensued. The motion failed. Peggy Kimmert moved to approve the corrected minutes to read, "The crawl space is a limited common element". Chris Fisher seconded the motion, which carried.

June summarized the four policies developed & adopted by the Board of Directors in 2015 and 2016. They are Delinquency, Absentee Owner, Renter, and Violation. All have been distributed to owners with past minutes and are in effect. Copies were available at the meeting.

Property managers Dustin Jackson & Erin Cooper gave a summary of their work and oversight for CT since Jan. 1:

1. Re-siding 4 structures on Hanley
2. Following 3 re-siding claims with CertainTeed
3. Communications with owners & attendance at Board meetings
4. Getting bids from contractors for painting, trees, shrubs, & snow removal; meeting with same; presenting the bids to the Board.
5. Handling violations
6. Roof & vent repairs
7. On site at CT Condo 2 to 3 times a week

Georgia Binek questioned why Rootbound, not Cashman's, was hired for the tree trimming. Erin explained it was a lower bid, the contractor is a trained arborist, and it was a Board decision. Wes Lynch asked if leaves will be blown out and picked up this fall. Betty responded that it is totally dependent on the weather. Tom Ramboldt asked about vehicles parked on the street at night.

Linda presented the proposed 2017 budget and distributed a summary of the current budget with 2016 expenses through August. She explained how the reserves are funded & that they are now in the money market account. Alice Jones questioned the amount budgeted for capital reserves (\$20,255.00) in 2017, that it is not 10% of dues. Discussion ensued about the need for long-range planning for the next 5, 15, and 20 years. Tom Atkins & Mike Money both volunteered to help in that regard. The 2017 budget passed by unanimous vote by paper ballot. The corrected amount on the Capital Reserve line item should read: **\$18,468.00**, or 10% of dues projected in 2017.

Cal, Linda, & Mike Money, whose names were on the ballot for election to the 2017 Board, spoke about their background & experience. Linda recognized Lorraine VanAusdol & added the name of Ruth Perkins, who was absent, as being interested in running. Charlotte Cleveland was nominated by Tom Ramboldt. Charlotte and Lorraine also gave their background & experience. John Weigand moved that the nominations be closed; Carolyn Sime seconded. The motion carried. Voting was by paper ballot.

June introduced new owners present: Richard McKay, 268 Pine Creek; Marie-Thérèse BenYoussef, 240 Pine Creek; Jerry Francisco, 387 Slough Creek; Bill & Marilyn Keith, 284 Stillwater; Carol Becker, 272 Mill Creek; Joyce Carlough, 247 Mill Creek; James Smith & Lorraine VanAusdol, 225 Mill Creek.

Under New Business the only agenda item was a request by Charlotte Cleveland to consider owner participation at meetings. The following is her motion:

1. Eliminate the Owner's Forum.
2. Owners will be allowed to add a new business item to any agenda by sending or emailing the request with an explanation to the Management Company or the HOA Board Secretary 5 business days in advance of the date of any regular meeting or 15 business days for the annual or special meeting.
3. All agenda items shall have a brief description if the issue is not obvious.
4. Also any owner present at any meeting may speak about any issue on the agenda, during the appropriate time after the Board has discussed the issue but before a vote or action is taken by the board. Comments shall be brief and the Board can move the meeting along if repetitive comments are received.

Mrs. Cleveland stated that owners have not been allowed to participate in Board meetings outside of the Owner's Forum. Discussion followed. One owner said she felt that the Board was not approachable. Cal responded that in his experience with this Board, no one has been stopped or cut off. Two owners who frequently attend the meetings said they are well-run and everyone has ample opportunity to express opinions and ask questions. At a call for a vote, the motion failed.

Cal announced the results of the election: Cal Braaksma, Linda Showalter, Mike Money, Lorraine VanAusdol, and Ruth Perkins were elected to the Board for 2017.

John Weigand moved to adjourn the meeting. Carolyn Sime seconded. The motion passed. The meeting was adjourned at 5:40 p.m.

Respectfully submitted,

June Crouch
Secretary, CT Condominium Board

CT Condominium Association
Board of Directors Meeting
November 14, 2016 241 Slough Creek Drive

In attendance:

Calvin Braaksma, V.P.
Linda Showalter, Treas.
June Crouch, Sec.
Betty Madill, At-Large

Others attending:

Bill Binek, Jack Pollari, Mike Money,
Lorraine VanAusdol, Tom Atkins
Dustin Jackson & Erin Cooper of
Management Associates

The meeting was called to order by Cal at 6:00 p.m.

Owners Forum

An owner asked about the status of the CertainTeed siding claim. There is no update on this issue.

The September minutes were approved as written on a motion from Cal. Betty seconded; the motion passed.

Treasurer Report

Financials	September	October
Income/Revenue	\$14,858.82	\$16,479.22
Expenses	\$14,769.58	\$ 8,076.98
Capital Reserves	\$ 1,296.25	\$ 1,296.25
Total Net Income	\$-6,207.01	\$ 7,105.99
Checking	\$36,574.19	\$36,259.71
Money Market	\$107,292.06	\$112,301.28

To-date Reserves:

Insurance	\$20,000.00*
Capital	\$55,087.50
Maintenance	\$44,137.20

*\$5,000.00 was transferred to the money market account in September for the Insurance Reserve.
The deductible of our HOA policy is \$20,000.00.

Old Business

Shrub Trimming

Mike, Bill, and Betty explained why they are dissatisfied with the work Rootbound did. Betty spoke with Ben, the contractor, on site. Erin explained his qualifications & the rationale for his work. Betty stated that his bid was misleading & that he left 15% to 20% of shrubs untrimmed. June asked whether it could wait until spring to see how the shrubs come back. After lengthy discussion, Betty moved to contact Cashman's to determine whether it is possible to finish the trimming job with a cap of \$1,500. June seconded the motion, which passed.

Tree Replacement

Betty asked about the green ribbon marking some trees. Erin said that Ben from Rootbound marked them as potentially needing to be replaced. Betty said that Cashman's had looked at trees & that two are dead and need to be replaced.

365 Slough Creek

The front door of this unit needs to be refinished, and the edging needs to be fixed. Erin will send a return-receipt letter to the owner. This is a non-compliance issue that has gone on a couple of years.

289 Mill Creek

The owner submitted a request for a “free-standing trellis”, which looks like a fence or hitching post. The Board’s consensus is that it is not a trellis by definition and should be removed; therefore, the request was denied. The shrubs in the common area may remain. CT Condo will be responsible for raising the soil level in the common area. June moved to ask the owner to remove the “fence”, and that the HOA hire Cashman’s to handle the drainage issue. Cal seconded the motion, which passed.

354 Slough Creek

The Board discussed the feeding of ducks briefly and concluded it is no longer a problem, but will put a reminder in the newsletter to not feed the ducks.

2017 Lawn care

Betty presented the proposed contract for lawn care, irrigation, & fall clean-up for the coming year. She moved that the Board OK it; Cal seconded. The motion passed.

New Business

Rain gutters

An owner had inquired about cleaning out leaves from rain gutters. Tom Atkins said aggregate from the roof was present in those of his unit. Cal stated it was too late in the year to get bids & the work accomplished. This will be a task for the next Board.

Planning presentation

Tom Atkins, an owner, works in USDA Rural Development. He distributed a sample Capital Needs Assessment, which can be adjusted to fit our HOA. Tom explained his view regarding the importance of having adequate monies in reserve for future needs. In his overview, he mentioned a few of the elements that must be considered when planning:

1. Infrastructure and structure, such as streets, walkways, landscaping, exterior walls, windows
2. The condition of the above-mentioned (excellent – good – fair - poor)
3. Materials needed for replacement or upgrade
4. Time frame: what are immediate needs, 5-year, 10-year and 20-year needs?

Linda mentioned that she also had information on planning, which was used at Willowbrook Condos.

Tom concluded his presentation by inviting those interested to work with him on this issue in the spring.

Other

Linda announced that 6 additional units will be turned over as Phase 15 on Dec. 1. Four are on Mill Creek; two are on Palisade. They are being contacted & given information by the meet-and-greet gals.

The first meeting of the new Board of Directors will be held at 322 Pine Creek Drive at 6:00 p.m. on January 11, 2017. Cal asked that the new members consider which office they wish to hold. The meeting was adjourned at 7:25 p.m.

Respectfully submitted,

June Crouch, Secretary

