**VILLAGE CENTER CONDOMINIUM ASSOCIATION**

**MEETING OF THE BOARD OF DIRECTORS**

**MAY 21, 2018**

 Ross Foldetta (by phone)

 Michael Kraatz (by phone)

 Josh Quentzel (by phone)

 Lamar Jackson (by phone)

 Rob Harper, Toad Property Management, Inc.

 Jim Ruthven, Toad Property Management, Inc.

Rob called the meeting to order at 9:05 a.m. and confirmed there was a quorum

Josh made a motion to approve the April 23, 2018 minutes as distributed. Ross seconded the motion and it was unanimously approved.

Rob gave an update on the leak and the repairs in the CBMR offices and Units 310 and 311. Michael said the drywall had just been delivered and Rob said work had been a little delayed as asbestos was discovered in the flooring at Units 310 and 311 and that had been abated. Rob said he had met with both forensic engineers and they both thought the leak was caused by a freeze although no final determination had been made by the insurance companies.

Rob said the engineer had just emailed the proposal for the engineering work and the cost of $24,000 included working with the contractor and assisting with permits and inspections. Rob explained the proposal did not include the roof and that would be provided separately. Rob said he would distribute the proposal to the Board members for review and asked that Board members respond promptly to authorize Rob to sign the proposal and get the work underway.

Rob said he had met with Kooler Painting and they would provide a bid although Kooler were uncertain if the work could be performed in 2018. Rob explained Plan D from Ben White had been provided to Pete Oeflein and Pete would provide a proposal in the next week. Rob said the Grand Junction concrete contractor would not be available in 2018 and Rob said he had asked Martin and Martin to provide suggestions for contractors able to perform the specialized concrete work. Rob explained FCI, who were working on the Adaptive Sports Building, would be able to do flatwork but could not assist with the more specialized repair work.

Rob said Spectrum had finally agreed to deliver all the TV boxes and those boxes had arrived on Friday together with plans for installation. Rob explained installing the boxes and testing the television service would probably take an hour per unit. After discussion Rob agreed to speak to local electronic companies and obtain pricing for the installation of the boxes and email owners with a list of the suggested providers or owners or their property managers could pick up the boxes and install.

Rob said peppermint soaked rope had been installed around the buildings and appeared to be deterring the birds from nesting. Rob explained it would be necessary to regularly soak the rope with peppermint to prevent the birds from returning and it appeared the problem was solved without significant expenditure.

Jim explained the new formatting for the financial report and said the same format would be used for future meetings. Jim said he would be preparing a month by month budget for 2018/19.

Michael said the stairwells from the parking lot at Axtel were in need of sweeping and Jim said he planned to make regular inspections of the buildings and get those matters corrected quickly. Ross asked if a monthly report could be provided to the Board explaining the work performed at the buildings for that month and Rob said the new software used by Toad would provide that information once everything had been set up. Rob said additional maintenance employees would be joining Toad over the next few weeks and explained there was still a shortage of potential employees in the valley.

Jim explained a letter to owners had been drafted to alert owners of the potential work on the buildings. After discussion it was agreed the paragraph setting out the broad range of potential costs should be deleted and replaced with a sentence saying the Board would notify owners in the future as costs and potential phasing plans were identified. Ross said the Board should review financing options for individual owners and he had contacted several entities for information. Rob said in the past Community Banks had expressed a willingness to assist with loans. It was agreed Toad would send the draft letter to all owners.

Jim said he had spoken to Joe Fitzpatrick and the Town expected to provide an easement agreement for review by VCCA within the next week. Michael explained the Town’s plan included new heated sidewalk for a short section at the south east corner of the Emmons Building and did not include heating all of the sidewalk between Emmons and the Elevation Hotel. Concern was expressed about drainage from the small heated section causing problems to the drain outside the Emmons Building which had frozen in the past. After discussion the Board decided not to use association funds at this time to replace and heat the sidewalk between Emmons and Elevation to meet the new section of sidewalk being upgraded by the Town.

Michael made a motion to adjourn the meeting at 9:46 am. Ross seconded the motion and it was unanimously approved.

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Prepared by Rob Harper,

Toad Property Management, Inc., Manager

Village Center Condominium Association

Approved:

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Lamar Jackson

Village Center Condominium Association