**VILLAGE CENTER CONDOMINIUM ASSOCIATION**

**MEETING OF THE BOARD OF DIRECTORS**

**NOVEMBER 27, 2017**

 Josh Quentzel (by phone)

 Lamar Jackson (by phone)

 Michael Kraatz (by phone)

 Rob Harper, Toad Property Management, Inc.

Rob called the meeting to order at 3:05 p.m. and said there was a quorum.

Rob explained the meeting would discuss Michael’s recent email giving clarification of several points regarding the capital project of upgrading the buildings and Josh thanked Rob and Michael for working on that. It was agreed the timeline for the contacting of architects and engineers was realistic.

Rob said two local architects were not interested and Kent Cowherd and Ben White were busy and slow to respond. It was agreed to proceed with local architects and not approach architects outside the valley.

Rob asked for clarification of the scope of work regarding engineers as the local office of SGM had said they were too busy and he had two additional names to contact. After discussion it was agreed the engineers would be asked to evaluate the concrete decks, the unit decks, the stair towers and a comprehensive walk-through of the building to identify any additional areas of concern. Rob said responses from the engineers would be requested by year end.

It was agreed a three year capital plan would be reviewed in addition to the long term capital plan as some items on the Felix Report would need to be addressed in the next few years. Rob said he would speak to Ross about items for the three year capital plan and information would be circulated by email.

Rob said it had been a struggle to contact Spectrum regarding TV service due to changes within the utility company. Rob said he was trying to find out the scope of work so residents could be notified of any work occurring in their unit or disrupting service. Rob said Spectrum had confirmed service would be switching from analogue to digital by May, 2018 but so far Rob had been unable to obtain any information regarding the potential impact for owners with older televisions. Rob said he would report back to the Board once he had obtained information from Spectrum regarding the rewiring of the building.

Rob said Ross had suggested making the laundry room upgrades a priority and Rob had distributed some machine, color and material choices for the rooms. It was agreed keypad entry to the laundry rooms would be a reasonable approach to ensure that all residential units would have access with the code being changed once a year. Rob explained the remodel of the two laundry rooms would be approximately $15,000 with new machines being installed to replace the existing machines and stackable machines for Axtel would be reviewed as space was limited. Rob agreed to circulate information to the Board on the specific materials and the aim would be to make the spaces, light, neutral and functional. Lamar made a motion to approve the expenditure of up to $15,000 to upgrade the two laundry rooms. Josh seconded the motion and it was unanimously approved.

Rob suggested upgrading the small shared entry ways to residential units using the same materials selected for the laundry room walls and floors. Michael had suggested new lighting fixtures and Josh suggested a review of the wiring so all hallway lights were connected to the common area electricity invoices. After discussion it was agreed to wait until architect and engineering expenses were known and the completion of the laundry room upgrades before proceeding with the hallway work to ensure the capital account had sufficient funds.

Ross had distributed a proposed reporting format and Rob said Toad would attempt to get the format set up and available in the new year. After discussion it was agreed to set future meetings for the third Monday of each month at 3 pm.

As there was no additional business the meeting adjourned at 3:49 pm.

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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