

# Terraces on Walhalla HOA

## Board meeting minutes

Location: TOW Lobby

Date: August 3, 2017

Time: 7:00 pm

Attendees: Board members: Jan Bourke, Jeff Cross and Chad Wells. Officers: Michael McClaran (President) Laura Gibb (Treasurer) and Mike Bourke (Secretary). Owners: Deb Ballam, George Glazier, Wendy Hardman, Beth Harmount, Jason Janoski, John Joe Judge. Guests: N/A.

The meeting was called to order by President Michael McClaran at 7:03 p.m.

### Agenda items and notes

1. Approval of minutes

Jeff Cross put forth the motion to approve the minutes of the July 6, 2017 TOW board meeting, second by Chad Wells. Minutes were approved by the three board members attending.

2. Treasurer's Report

Payments due for 2016 year end have been completed and the reserve account balance is just over \$40,000.

3. Update on potential settlement and developer inspection

Owners responded to the request for potential dates for the developer inspection. August 16<sup>th</sup> and 17<sup>th</sup> are the best dates. Chad is to provide those dates to our attorney to finalize the inspection.

4. Update on recycling

The recycling container is in place and is being used by owners.

5. Interior unit door paint colors

Chad provided paint palettes for the board members to review. Board members are to choose 4 colors options. An email will be sent to owners advising them of the choices and how they are able to make a selection before the next meeting.

6. Window cleaning

The next window cleaning is scheduled for September 2017. Going forward the schedule will be March and September each year.

7. TOW website

The board approved the posting of bylaws, declaration, amendments, 2017 TOW budget and the most recent HOA meeting minutes to the website in a password protected pages.

8. Condo-wide HVAC update

Due to the need to access each individual unit it was decided each owner will be need to take steps to have their HVAC units serviced.

9. 4<sup>th</sup> floor window treatment

The quote to treat the south window on the 4<sup>th</sup> floor is \$150. Treatments for the French doors on the 4<sup>th</sup> floor would be an additional \$650. Jeff put forth the motion to approve the \$150 for window treatment and to have the door to the elevator equipment room modified to increase airflow, second by Jan. The motion was approved unanimously.

10. Dryer vent cleaning

As with the HVAC systems each owner will need to take steps to have their dryer vents cleaned. Due to the fire hazard that may occur from buildup in vents, the board will determine how often the owners will need to have the vents cleaned. Jan is to follow up on the cost and send an email to update owners regarding dryer vents and HVAC service.

11. Non-smoking amendment

Discussion was held regarding the possible amendment among those attending. The cost for the attorney to draft the amendment is \$475. The informal poll results were reviewed and the board is to follow up in the executive session to discuss a motion to move forward or not.

At 8:24 pm the meeting was adjourned following a motion from Michael McClaran and second by Chad Wells.

Executive Session

Terrace item requests

Planters and other items for three units were approved unanimously by the board.

A motion to have our attorney prepare a non-smoking amendment prohibiting smoking in individual units was put forth by Chad, second by Jan and unanimously approved by the three board members.

Approved by Board of Directors:

Pending board approval

\_\_\_\_\_Date\_\_\_\_\_

Secretary