

**MILLER RANCH CONDOMINIUM ASSOCIATION
ANNUAL HOMEOWNERS MEETING
JANUARY 25, 2021**

MINUTES

CALL TO ORDER

The meeting was called to order by Steve Stafford, Community Association Manager for the Association, at 6:00 p.m. The meeting was held via Zoom video conference.

ATTENDANCE

The following Board Members were present:

- Paul Amicucci, Unit C212
- Cassie Scales, Unit A203

Other homeowners present were as follows:

- Cathy Heller, Unit A201
- Larry Benway, Unit C216
- Katherine Tarrant, Unit G132
- Ellen Miller, Unit F230
- Susan Moran, Unit E221

Other homeowners present via proxy were as follows:

- No proxies

Other persons present at the meeting were as follows:

- Steve Stafford, Slifer Management Company
- Vincent Vigliotti, Slifer Management Company

ROLL CALL

Steve Stafford went through the roll call to verify all those present. He asked if there were any proxies and there were none.

MINUTES FROM PREVIOUS ANNUAL MEETING

Steve Stafford had previously emailed, mailed or hand delivered the minutes from the previous annual owners meeting to all members of the Association. The previous annual owners meeting had been held on January 21, 2020. Steve asked if anyone had any questions or comments about the minutes and there were none. Those present then approved the minutes.

FINANCIAL STATEMENTS

Steve Stafford had previously emailed, mailed or hand delivered the estimated year-end 2020 balance sheet and income and expense statements to all members of the Association. Steve asked

if anyone had any questions or comments regarding those documents. There were none. Steve then reviewed the actual year-end balance sheet and income and expense statement. As of year-end, the Association had approximately \$58,000 in the operating account at FirstBank. The Association had about \$148,000 in the replacement reserve account at FirstBank. There was about \$160,000 in an Edward Jones money market account. In addition, there were three certificates of deposit. One was \$20,000, one was \$10,000 and another one was \$10,000 (approximate amounts). Those all had different maturity dates on them. Accounts receivable was very low at approximately \$4,443. All of the owners who were included in the accounts receivable were on payment plans and they were making progress on getting current. Management reports to the Board of Directors on a regular basis as to owners who are in arrears, in order to get guidance from the Board. The Association had prepaid insurance of about \$17,000 that prepaid the insurance through October 31, 2021. There was about \$2,400 of unrealized dividend, interest, gain and loss from the certificates of deposit. That amount will be transferred into the replacement reserve fund. There was about \$523 of undeposited checks that will be deposited into the operating account. The replacement reserve fund had about \$358,000. Steve then reviewed the actual year-end 2020 profit and loss statement. The Association ended up with a small net income of \$2,216. The Association ran pretty close to budget in 2020. Steve said that there are three choices for the year-end net income. The Association can transfer that amount into the replacement reserve, it can return it to the members of the Association or it can apply it to the 2021 budget to reduce the dues. Most Associations opt to transfer year-end net income into the replacement reserve fund. He said that's up to the owners in the meeting. Those present then voted in favor of transferring the year-end net income into the replacement reserve fund. Steve then asked if there were any questions or comments regarding the year-end balance sheet or profit and loss statement. Paul Amicucci said that although the Association ended up with \$2,216 in year-end net income, it also didn't do the window washing at a cost of \$5,000. The Board was trying to be conservative with their spending after the start of the covid pandemic, so it's good that the Association was able to end up in the green.

2021 PROPOSED BUDGET

Steve Stafford had previously emailed, mailed or hand delivered the proposed 2021 budget to all members of the Association. Steve said that all three Miller Ranch Boards of Directors are trying to keep the dues the same in 2021 as they were in 2020, mainly because of economic uncertainty surrounding the covid pandemic. Steve asked if there were any questions or comments about the proposed 2021 budget. Those present then unanimously approved the proposed 2021 budget.

ELECTION OF BOARD MEMBERS

Steve Stafford said that at the current time, there are three Board Members: Paul Amicucci, Erica Ryan and Cassie Scales. The Bylaws allow for anywhere from three to seven Board Members. Steve said that no one had indicated an interest in being a Board Member. He asked if anyone present would be interested in being a Board Member. Larry Benway said that because he had submitted an architectural services proposal earlier that day, he thought there might be a conflict of interest if he was serving as a Board Member. Steve thanked Larry for the proposal and said that he had forwarded it to the Board of Directors. Steve asked if anyone else was interested in being a Board Member. Susan Moran said that she could do it unless someone else really wanted the position. Steve said that it would be best to not have an even number of Board Members, so there would not be any chance of a deadlock on any issue. Susan asked if the Board worked ok

with 3 Board Members and Paul Amicucci said that he thought that 5 is a better number because the Board gets more input that way. Steve said that having 5 Board Members is also better because it spreads the responsibility for decisions more. Sometimes being a Board Member isn't easy because Board Members must sometimes make difficult decisions. Larry Benway asked if it would be a conflict of interest for him to be a Board Member and to provide architectural services for the Association. Steve said that Larry would just need to recuse himself from any votes relating to his architectural services for the Association. Larry then said that he would be willing to serve as a Board Member with that understanding. Those present then voted unanimously to elect the following owners to be Board Members with terms of one year: Paul Amicucci, Erica Ryan, Cassie Scales, Larry Benway and Susan Moran. Steve said that he would send all future email correspondence to all five Board Members, except for emails having to do with Larry Benway's architectural services. He will leave Larry off of that email correspondence so that the other Board Members can reply to all without worrying about accidentally sending a response to Larry when Larry needs to recuse himself from decisions relating to those matters. Larry said that was not a problem.

MAINTENANCE AND REPAIRS

Steve Stafford said one project that's planned for this spring or early summer is the painting of the carport buildings. That project was previously planned for last year. A contract was signed with Excel Exteriors, but they got overwhelmed with work and weren't able to do it. The contract is still in place, so they will do the work this year. Before the painting is done, Vincent will have a contractor do any necessary repairs. Steve said that Continental Construction Company does do both repairs and painting, however Excel Exteriors beat them with their painting bid.

Steve said that another project that is currently being worked on is making the dumpster enclosures bear-proof and raccoon-proof. Steve said that a year or two ago, he and Vincent had asked several contractors if they could come up with some estimates for making the enclosures bear-proof, possibly with metal doors or some other method. Continental Construction Company did come up with an estimate of \$6,000 to \$7,000 per enclosure. That included metal doors and combination codes. Steve said that if you ask three different contractors for bids or estimates without any plans or bid specifications, you're going to get bids or estimates that aren't very comparable. The proper way to do this kind of project is to have an architect prepare plans and bid specifications for the contractors to bid on. Steve said that he knew that Larry Benway is an architect and he lives in the neighborhood, so he asked the Board if it was ok to get an architectural services bid from Larry and they had said yes. Steve subsequently asked Larry for a bid and that's what Larry had referred to earlier in the meeting. Larry had emailed the proposal to Steve earlier that afternoon and Steve had forwarded it to the Board Members. Steve thought it was a very good proposal. If the Board approves it, Steve will sign it and as soon as he gets plans and bid specifications, he will bid it out to several contractors. Steve said this project will be expensive, however the Association has had increasing issues with bears getting into the dumpsters and strewing trash around and it could be a liability issue for the Association. The Board should look at the bids when they are received and they can then decide whether to do it or not. At least the Board will have the bids for budget purposes then. Susan Moran asked if wildlife was a problem with all of the dumpster locations. Steve said that bears are probably a bigger problem with the dumpster enclosures behind Buildings G and H, but raccoons are a

problem in all of the enclosures. Susan said that birds are also a problem, and completely closing the openings would help with the bird problem. Larry Benway said that he and Vincent had taken a look at all of the enclosures and he would be coming up with some design options for the Board to consider. Some of those items are improved doors, deterioration of some of the concrete slabs and drainage issues where ice forms next to the doors. The enclosures have some differences such as different size doors and different issues. Larry said that the carport behind Buildings C and D had a fire a number of years ago before he purchased his condominium. The Association assumed some expenses because the fire that started in the dumpster spread to the carport structure. There might be some benefit of installing fireproof or fire-resistant drywall. Another option might be motion detector lighting.

Steve said that the parking lots might need sealcoating this coming year. He and Vincent will look at the asphalt in the spring and determine whether it's needed at this point in time. Management looks at the asphalt every spring to determine what's needed. They try to hold off as long as possible on sealcoating, since it's pretty expensive, but they don't want to wait too long and risk having the asphalt deteriorate. They usually have one of the asphalt maintenance companies look at the asphalt and advise as to the condition of the asphalt and what is recommended.

Susan Moran asked about dryer vent cleaning because of birds nests in some of them. Steve said that he has asked Mr. Vac for a proposal for cleaning all of the vents. In the past, the Association has always treated dryer vent cleaning as an owner responsibility, however two years ago the Board of Directors decided to clean all of them at Association cost. He said that he's had a few reports of birds building nests inside the dryer vents. This is probably caused by deteriorating or missing vent covers. Paul Amicucci said that it made him wonder if Mr. Vac reinstalled all of the covers properly when he cleaned the dryer vents two years ago. He said that all of the covers need to be installed properly so that birds can't build nests inside the vents, but he wants to see a proposal and cost before making a decision about it. Steve said that the vent covers are made of plastic, so as they age they start breaking down. He said that he would get a proposal to the Board so that they could make a decision. Larry Benway asked if we have a list of covers that are missing and Steve said that Mr. Vac would make a list. Paul Amicucci said that he thinks that the bottom floor units have vents that are located on the outside wall, but the upper units have vents on the roof. Susan Moran said that she thinks both lower and upper units have vents on the outside wall at about the same height.

Steve said that there seems to be a pretty healthy flock of pigeons. They're usually pretty difficult to get rid of. He's trying to get a bid from one of the local pest control companies to try and get rid of them. Larry Benway asked about putting up a pigeon fence and Steve said that he would leave that decision up to the pest control company. Other options are spikes, netting and "hot feet" coating. They all have their advantages and disadvantages.

Paul Amicucci asked how the Association would handle the rather large expense of the trash dumpster enclosure improvement project. Steve Stafford said that the funds would come out of the replacement reserve fund. He said that he might recommend doing the project in a staggered fashion, doing the enclosures behind Buildings G and H first. Then the Board could see how they turned out and how owners like the improvements before spending the money for improvements

to the enclosures behind Buildings A, B and E. Another option for the Board to consider is letting the owners decide whether they would like their replacement reserve funds to be used for this kind of project, after the bids are received and the estimated costs are known. If the project is done, the Board will have to make some decisions related to how those expenditures affect the funding of the replacement reserve fund in future years.

ADJOURNMENT

There being no additional business before the members, the meeting was adjourned.

Respectfully Submitted,

Steve Stafford, Community Association Manager