

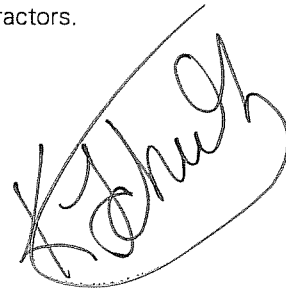
## Buccaneer Place Meeting Minutes

03/25/2015

- 6:30 meeting begin
- Review meeting minutes from last meeting.
  - Member made motion to approve meeting minutes:
    - Motion seconded
    - Unanimous aye – motion passed
- Member made motion to keep Alpine's bid as our grounds maintenance company as is.
  - Motion seconded:
    - Discussion:
      - Current price: \$375 per clean up, \$375 per month
      - Alpine did a good job this year, we have bigger fish to fry
  - Unanimous aye
- Member made motion to approve 6" foam backed True Cedar 26 gauge steel, bevelled, lap-board siding for most of the main body of the buildings, "hidden vent" aluminium soffits, R-max insulation if desired, and an acceptable rain screen.
  - Motion seconded:
    - Discussion:
      - Does the thickness of the metal even really matter? Potentially
      - Would like the motion written such that it says "or equal" to open the bid up to more people than just mason
  - Motion amended to say motion to approve 6" foam backed True Cedar 26 gauge steel, bevelled, lap-board siding or approved equal for most of the main body of the buildings, "hidden vent" aluminium soffits, R-max insulation if desired, and an acceptable rain screen.
    - Amended motion seconded:
      - Discussion:
        - Each building would have to agree on the insulation
        - Insulation is for both insulation and durability
      - Unanimous aye – motion passed
- Member made motion that in order to be considered "vetted", all contractors who wish to submit a bid must:
  - be currently licensed, bonded, and insured and must submit documentation for same
  - have been in business in state of Alaska for at least 5 years
  - provide at least three positive references
  - not have more than one negative reference
  - guarantee labor and workmanship for at least ten years
  - submit a bid conforming to the specifications we provide
  - have experience installing the specific materials we choose
  - allow us to purchase materials directly from the supplier of our choice
  - guarantee to complete the project on or before October 30, 2015, except as extended by mutual agreement
  - work continuously and complete the job within 60 days from start date
- motion seconded
  - discussion:
    - member does not like:

- not have more than one negative reference – everyone has at least one bad negative reference
    - guarantee labor and workmanship for at least ten years – state of ak calls for one
    - allow us to purchase the materials directly from the suppliers of our choice – we won't be able to attract people to do the work
    - guarantee to complete the project or before Oct 30, 2015, expect as extended by mutual agreement –we don't want to be so stern
    - work continuously and complete the job within 60 days from start date –we don't want them rushing through the job
  - member thinks
    - we should have the positive references good for installing similar product
    - cheap doesn't necessarily mean poor quality
- Motion amended (changes in red)
  - Member made motion that in order to be considered "vetted", all contractors who wish to submit a bid must:
    - be currently licensed, bonded, and insured and must submit documentation for same
    - have been in business in state of Alaska for at least 5 years
    - provide at least three positive references from similar project
    - not have excessive negative installation reference
    - written guarantee of labor and workmanship for at least ten years
    - submit a bid conforming to the specifications we provide
    - have experience installing or training in the installation of the specific materials we choose
    - guarantee to complete the project in a timely manner work continuously and complete the job during construction season of 2015.
  - unanimous aye - motion passed
- Member made motion that the bids specify BCA's portion of the cost for each building separately and that bids be requested asap from as many vetted siding contractors as possible. All bids must be submitted by April 15th.
  - Motion seconded
    - Discussion:
      - BCA's portion of the cost hasn't been decided yet
      - We haven't focused on the accent material
- Amended motion:
  - Member made motion to separate the cost of materials for the main portion of the buildings from the cost of the materials for the sidewalk and garage portion and that bids are requested as soon as possible from as many vetted siding contractors as possible. All bids must be submitted by April 30<sup>th</sup>.
  - Unanimous aye- Motion passed
- Member made motion that the owners of each building be allowed to select and pay their own contractor from the list of vetted contractors.
  - Motion seconded
    - Discussion:

- Is it ok for one building to start even if we haven't gotten three total vetted bids? Yes – because the other buildings can begin once they have vetted contractors they would like to use.
- Member made motion that the owners of each building be allowed to select and pay the difference for their own contractor from the list of vetted contractors.
  - One nay
  - Five yay – motion passed
- Motion was going to be discussed but, it was taken off the table:
  - Discussion that condo association doesn't want the chimney accent
  - Everyone will have their desired contractors submitted to Gary by March 27<sup>th</sup>, so the invitation to bid can be sent out. Then we will decide on vetted contractors during the next meeting.
  - Bid specifications will be written before April 6<sup>th</sup>, so this can be approved at the next meeting, so they can then be sent out to the vetted contractors.
  - Next Meeting Monday April 6<sup>th</sup> at Swanson's.
  - Meeting adjourned 9:13 p.m.

A handwritten signature in black ink, appearing to read "K. Schugh", is written inside a hand-drawn oval. The signature is slanted and written in a cursive style.

## Buccaneer Place Meeting Minutes

04/06/2015

Meeting started at 6:30 p.m.

Members present

Nan Elliot

David Swanson

Bonnie Swanson

Sharon Walker

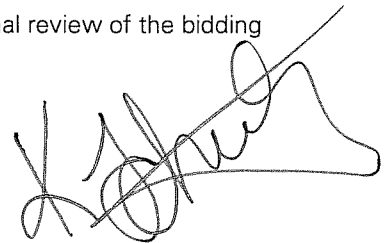
Max Walker

Mary Klebs

Kirsty Schultz

- Nan Elliot made motion to pass minutes as amended from 03/25/15
  - Motion Seconded
  - Unanimous aye
  - Motioned passed
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- Kirsty Schultz made motion that the Buccanner Condo Association provides as built drawings for all units with an official survey stamp. If the condo association does not have official as built in their possession, then Snows management should coordinate a surveyor to come out by April 30<sup>th</sup> and create the as built and all work will be paid for by the BCA reserves.
  - Motion Seconded
  - Discussion regarding if the drawings we currently have are sufficient.
  - David Swanson made motion to table Motion 1 until we are able to determine if the current drawings are sufficient.
- 
- Kirsty Schultz made motion that the condo association provide proof that all windows overlooking the decks included in the original layouts of the buildings have safety proof glass installed. If safety proof glass was not installed, then the windows should be made up to code with safety glass or another acceptable repair and paid for with BCA reserves.
  - Nan seconded the safety glass motion
  - Discussion regarding who should be responsible for the repair. Need to confirm when the safety glass requirement was mandated by the muni. If it was a mandate before the safety glass was installed, then Shiloh (glass installation company) should be pursued for repair.
  - Sharon made motion to table until it can be determined when the mandate was enacted.
- 
- Mary made motion that we re-write our bylaws/declarations and/or establish a legal means such as "house rules" such that common areas of the condo association are defined as the roofs, the driveways, water, the lawn and landscaped, areas, and the shared electrical and plumbing systems locations within each building. Care, maintenance, and purchase of all other parts of the building will then be the sole responsibility of the two unit owners residing within the building.
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- Motion seconded
  - Discussion regarding details of completing this work. Ball park figure to make changes necessary to satisfy our needs was quoted to be \$2500-\$3000 by a lawyer. Decided to follow up with lawyer to get more detail on what is legally possible.

- Motion amended to say: we investigate re-write our bylaws/declarations such that common areas of the condo association are defined as the roofs, the driveways, water, the lawn and landscaped, areas, and the shared systems. Care, maintenance, and purchase of all other parts of the building will then be the sole responsibility of the two unit owners residing within the building.
- Vote:
  - 5 aye
  - 1 nay
  - Motion passed
  
- David made motion to accept the specifications for the vetted contractors as written.
- Motion seconded
- Motion amended to read: BCA will accept the specifications to be sent to vetted contractors.
- Motion withdrawn
  
- Mary Klebs presented the responses we got back from our invitations to bid from contractors. We got four bids back (ABC, Mason, NPS siding, & Dawson Development,); only two met all our specifications as vetted contractors (ABC and Mason).
- Nan made motion that we allow one more week to send out invitations to bid to other contractors and allow them one more week to respond after a final review of the bidding specification sheet.
- Motion seconded
- Unanimous aye

A handwritten signature in black ink, appearing to be 'K. Klebs', written over a horizontal line.

## Buccaneer Place Meeting Minutes

06/01/2015

6:40 meeting called to order

Members present

David Swanson

Bonnie Swanson

Sharon Walker

Max Walker

Mary Klebs

Kirsty Schultz

- Mary Klebs made a motion that 04/06 meeting minutes be approved as is
  - Motion seconded
  - Unanimous aye
  - Motion passed
- Pam Snow presented proposed BCA 2015 budget.
  - Avg. dues estimated to be ~\$498.00 per unit per month. However, dues will be adjusted after siding project is finished.
- Kirsty Schultz made motion that we accept dave mason proposal to install the siding (steal on the top and longboard on the bottom) and that the HOA is responsible for installation and maintenance of both the lower and upper materials.
  - Motion seconded
  - Discussion regarding integrity of materials presented in masons bid and comparison of pricing of mason vs. abc seamless
  - If mason is used, the estimated price per unit is \$31,093 assuming steal siding on the upper portion and longboard on the lower portion of the building.
  - Snow proposed a special assessment of \$30,000 w/ three equal payments of \$10,000 as detailed in mason's proposal.
  - Five yay
  - One nay
  - Motion passed
- Gary Klebs made motion that the siding project will be paid for with a special assessment in the amount of \$186,558 (for all three buildings).The assessment will be made in three equal payments. The first payment will be due June 3, second payment due at start of contact, and third payment upon completion of siding project. (first payment = \$10364.33)
  - Motion seconded
  - Unanimous yay
- Discussion regarding color options for siding
- Kirsty made motion that the windows around the decks on all the buildings be made to code. The installer will be pursued to fund the repairs; however, if they are unwilling, then the condo association will pay for the required repairs to bring the windows up to code.
  - Motion seconded
  - Discussion regarding if this is the responsibility of the association or the home owner.

- Unanimous yay
- David Swanson made motion that HOA pay for the cost of applying for the required survey and \$650 for the variance application.
  - Motion seconded
  - Discussion:
    - Would we need a survey after the deck is put in? Include the requirement of a survey that a follow up survey request for the updated deck to include.
    - Four yay
    - Motion passed
- Discussion regarding if we will rewrite the bylaws and who we will hire as the lawyer.
- Motion adjourned 9:00 p.m.

A handwritten signature in black ink, appearing to be "K. Swanson", written in a cursive style.

## Buccaneer Place Meeting Minutes

10/20/2015

6:07 meeting called to order


100% of owners were present in person or by proxy

- Mary Klebs made a motion that the 6/01/2015 meeting minutes be accepted with the correction that Nan Elliot was not present.
  - Motion seconded
  - Discussion completed
  - Unanimous yay
- Final contract between BCA and Mason Siding
  - Nan Elliot made motion: I motion that the assessment requested to pay mason's siding for the steel flashing job (that will not be complete for six more months until March 31 of 2016) be part of the 2016 year budget and that we get a building inspector's and environmental assessor's approval for the foundations standing exposed for six months to the weather.
    - Motion seconded for discussion
    - Discussion: we were advised by the attorney to pay with special assessment as this was not budgeted for when determining our budget.
    - Motion seconded for discussion
    - Discussion: The trenches were dug based on a recommendation from a professional abatement company, Alaska Abatement, so we do not feel any additional opinions are necessary.
    - Unanimous nay
  - Nan Elliot made motion: I motion, to be equitable, that Unit Five pay the additional \$1200 for siding replacement since the unit is bigger than any of the others. Traditionally, fees and building costs are based on square footage. The historical precedent for this has been acknowledged by BCA (and all the previous unit owners themselves) before for more than three decades. (Unit Five also paid a higher insurance premium than the rest of the units for the past three decades and somehow, for reasons not clear, this changed two years ago.)
    - Motion seconded for discussion
    - Discussion: The bylaws currently operate as six equal units, so we do not want to operate against the bylaws. We would like to revisit this issue if/when we amend the declarations. This was also discussed previously, and we already decided to carry the siding project equally between the six buildings.
    - Unanimous nay
  - Nan Elliot made motion: As discussed at our March meeting, I make a motion that all financial documents (annual budgets, work bids, proposals, contracts) be attached to the Meeting Minutes or, if that is too cumbersome, at least be referenced by list (what the documents are and where copies may be found) in the Meeting Minutes.
    - Motion was seconded for discussion
    - Discussion: Proposals or contracts will be made available from management rather than having them contained in the meeting minutes.



- Unanimous nay
- Reimbursement for entry walkways
  - Garry Klebs made a motion that the other three walkways need to be upgraded to be made of cement and paid for by the owners. Then once the walkways are upgraded to cement, the HOA pay for maintenance.
  - Discussion:
    - 2 yay
    - 4 nay
- Lisa Fitzpatrick made a motion that Unit 1, Unit 3, and Unit 4 be paid \$2750 as they have repaired their walkways out of their own pocket. Then when Unit 5 and Unit 6 have their walkway repaired, it will be an HOA project. This will be paid out of the current reserves.
  - Motion seconded
  - Discussion: Unit 2 had their walkways repaired in 2015 and it was paid for by the HOA.
    - 4 yay
    - 2 nay
- Financial Report and 2016 Budget
  - Need to be included in 2016 budget:
    - Legal expenses
    - Walkways
    - Painting
    - Potential landscaping services
- Gary Klebs made a motion to accept the project proposal from Mike Martin for \$3700. To be paid for from the general fund.
  - Seconded
  - Discussion
  - Unanimous yay
- We need to show Mason's Siding insurance documentation to our condo insurance provider to ensure everything is in order.
- Our bylaws state that we have three board members. These are the only voting members at board meetings. Then the board members appoint officers. The officers are not voting members. So, we need to vote in board members
- Trim and garage door color discussion
- Nan Elliot was nominated to be on the board
  - No second
- Bonnie Swanson was nominated to be on the board (2 years)
  - Seconded
  - Unanimous yay
- Kirsty Schultz was nominated to be on the board (3 years)
  - Seconded
  - Unanimous yay
- Mary Klebs was nominated to be on the board (1 year)
  - Seconded
  - Unanimous yay
- Election complete
- Appoint officers:
  - President: Bonnie Swanson
  - Vice President: Sharon Walker
  - Treasurer: Mary Klebs

- Secretary: Kirsty Schultz
  - Unanimous yay to vote in all officers noted above
- Meeting adjourned at 8:25
- Board Meeting begins
  - Approved board meeting minutes from 9/22/2015
  - Approved unanimous
- Decided quarterly minutes. First board meeting of 2016 will be January 19<sup>th</sup> at 6:00.
- Decided terratone 511 will be the color of trim and garage doors.

A handwritten signature in black ink, appearing to be "Kirsty Schultz", written over a faint rectangular outline.