Minutes

**LAKEWOOD TERRACE TOWNHOUSE ASSOCIATION**

Board of Director’s Meeting – via Video Conferencing

Wednesday 29th April 2020

**PRESENT:**

Board Members present: Simon Lisiecki, Bob Klein, Kourtney Peterson, Susan Humphrey-Barnett & Dave Blanchet.

Homeowners present: Sherry Rainey, Judy Brady, Cathleen Lewis, and Sharon Richards.

Snow’s Management: Paige Stauffer represented.

**CALL TO ORDER:** Video conference was called to order at 5:32 PM.

**APPROVAL OF MINUTES:** 15th January & 18th March: Susan Humphrey-Barnett moved to approve the minutes as written, Bob Klein seconded, and the minutes were unanimously approved.

**OLD BUSINESS:**

* March Financials were briefly discussed, but there were no questions or additions.
* Northern Greens: 10% discount implemented.
* Governing Documents: the updated Bylaws, Declarations, and House Rules/Maintenance Responsibilities require 75% (35 units) to ratify. The Board sent out an email to Homeowners to review these changes. No progress on this action. **PLEASE, REVIEW, AND PROVIDE US WITH YOUR WRITTEN VOTE OF APPROVAL.** 
  + **ACTION**: The Board will go door to door to solicit owners’ approval vote.
* Lighting project: The Board sent Vannoy, the Electric Phase II RFP on 10th March.
  + **ACTION**: Vannoy will be on-site on 4/30/2020 to bid the project, with the expectation of a proposal returned within two weeks. After that, the Board will vote on the scope of work.
  + Sharon Richards stated that she appreciates the improvement of the lights.
* Spring gutter cleaning: Spit Shine intends to start on 6th May at 9:00 AM.
* Spruce Bark beetle spraying: Tall Trees is scheduled to conduct spraying in May. The date will be confirmed, and homeowners will be advised in advance.
* Painting: Clear coating of units 6520 – 6524 and trim touch up to commence in July/August – date to be confirmed later. DLM Painting is conducting this work.
* GCI Bulk TV Contract: Renewal
  + **ACTION**: Board negotiated an extension for one year, commencing 1st April. Fees are unchanged at $28/month per unit.

**NEW BUSINESS:**

* The Board will conduct the spring walk around the week of 6th May. After that, Alpha Roofing will perform an annual roof inspection and maintenance.
  + Kourtney Peterson suggested that moss on roof and siding be removed at that time and Alpha Roofing will be instructed to make that part of their annual maintenance routine.
* Cost reduction options in case of default by Homeowners due to COVID -19:
  + Pare back on lighting project: Simon Lisiecki advised the owners present that the lighting project would be minimized this year. Judy Brady thanked the Board for this cautious approach.
  + Roofing and Siding loan with FNB:
    - Snow’s Management will approach FNB to request an interest rate reduction.
    - Call to any Homeowners with bank contacts to negotiate lower borrowing costs.
    - Homeowners on the Roofing & Siding plan are encouraged to pay off the loan. Individual homeowners can negotiate a lower interest rate through a home equity loan or roll it into a mortgage refinance.
* Kourtney Peterson replaced the lost mail parcel box key.

**EXECUTIVE SESSION**: N/A.

**NEXT MEETING:** 24th June at 6 PM. Location to be determined.

**ADJOURNMENT:** With no further business to discuss, this meeting was adjourned at 5:51 PM.

Respectfully Submitted,

Paige Stauffer

Association Manager