

Minutes
EAST QUARTER CONDOMINIUMS
BOARD OF DIRECTORS MEETING

Wednesday, June 21, 2023

Present: Board members present were: Bil Haring, Juanita Hembree, Katy Sathers.

Excused: N/A

Call To Order: The meeting was called to order at 5:10 PM at the home of Katy Sathers, 4109 Lynn Drive, #113, Anchorage, AK

Open Forum:

- N/A

Minutes From Previous Meeting: Meeting minutes for the May 24, 2023 meeting were approved.

Reports:

- Monthly Financials from May and June haven't been received yet.

Unfinished Business:

- The south garage door, which broke April 3rd, was repaired June 7.
- Katy volunteered to print up a flyer with details of the garage and storage clean-up; she and Bil will distribute the flyer to each unit. Katy and Juanita will work on the garage and storage clean-up on Saturday, 7/1; Bil will be out of town.
- It is not clear whether Snow's sent out the Spring (April) newsletter detailing the garage and storage area clean-up details and deadline of June 30th.
- Upcoming regular maintenance was discussed for flushing gray water lines, exterior window washing, garage sweeping, tree trimming, etc. These will be addressed after the garage, bike, and storage area clean-up is complete. The Board needs a list of when last maintenance was done for gray water flushing, cleaning the garage floor, common area carpet cleaning, exterior window cleaning, dryer vent cleaning, fireplace chimney cleaning, and any other potential or upcoming building maintenance. The Board would also like to understand previous and / or planned schedules for parking lot snow removal and roof snow removal.
- The next (Summer) newsletter should include reminders that only electric grills (no charcoal, fuel, or hazardous devices allowed) are allowed on decks and no hazardous items should ever be stored on decks or in the garage.
- The Board will discuss deck replacement as part of the budget for next year. Bil will talk to Pam about getting a safety assessment for the existing decks.
- The Board needs A Plus Security to demonstrate how the security monitoring devices work.
- The Board would like Snow's to check into obtaining a mixed-materials recycling bin, so that we can understand the benefit and whether there is any cost. The Board would also like to know if the Municipality has any promotions or incentives for installing a bin. It would need to be locked with a code for residents, and marked with signs so that residents do not throw trash or items not allowed in the bin.

New Business:

- Fire testing was held today (6/21) but the inspectors could not get into individual units. They have requested access and have noted they cannot certify East Quarter until they confirm alarms in all units are working. Snow's should manage this with the inspection company and unit owners. How has Snow's handled this at other properties they manage?

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- The Board discussed that fire extinguishers are required by condo rules. It was noted that fire extinguishers should be recertified every 3 years ... but how would this be monitored?
- Notices of herbicide application were left on the doorstep but were soaked by rain and not seen by all residents. Did Snow's contract with Northern Greens or another company to apply the herbicide?

Next Meeting: The next Board meeting is set for Wednesday, June 21, at 5 PM in Unit #113.

Adjourned: The meeting was adjourned at 6:10 PM.

ACTION ITEMS:

#	Action Item	Date Opened	Date Closed	Assigned to	Status / Resolution
1	How does Snow's communicate items related to garage/ bike/storage clean-up, parking lot snow removal, roof snow removal, gray water flushing, sweeping and washing the garage floor, carpet cleaning, chimney cleaning, window cleaning, dryer vent cleaning, special assessments, and other potential or upcoming building maintenance?	3/26/23	4/12/23	Snow's	Communication from Snow's is primarily done through quarterly newsletters, but special notices are also sent out as needed. Ana can upload a calendar on the website that would show upcoming maintenance events. The next newsletter will announce the Spring garage and storage cleanup and will remind owners and residents of common house rules such as quiet hours, parking, walking lightly on the stairs, etc.
2	How is corrective action managed by Snows when a resident or owner breaks a rule? What is Snow's process for notifying owner and ensuring payment of fines?	3/26/23		Snow's	House Rules document, dated May 2019, details fines.

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3	Can the web portal be used to improve communication? What is the URL?	3/26/23		Snow's	Website is www.snowsmanagement.org . On the Homepage (top banner, right of blue section, there is a gray section titled "ASSOCIATION DIRECTORY". Click on that, then select East Quarter from the Association Directory List. Stored under "Association Documents" are Rules, Bylaws and other documents. Minutes can be uploaded by Snow's.
4	Police are being called frequently to the building for domestic disturbances in the same unit. How often is this happening? Since this disturbs other building residents, Snow's needs to assess fines.	4/12/23		Snow's	
5	Provide Financial statements to the Board members.	4/12/23		Snow's	Snow's agreed to provide Financial statements to the Board. May 2023 still has not been received.
6	The south garage door broke April 3rd and bids are required. Can the Reserve be used to pay for the cost?	4/12/23		Snow's	Ana received initial bids and revised bids (to ensure bids were providing equivalent quality).
7	Board needs copies of current Articles of Incorporation, Bylaws, Declaration of Covenants, House Rules.	4/12/23	4/26/23	Snow's	Bil emailed documents to Katy and Juanita 4/26/23.
8	How long can a vehicle be parked in the parking lot without being moved?	4/12/23	4/26/23	Snow's	House Rules include limit on parking a vehicle in parking lot to 30 days.

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9	What checks should the Board be signing?	5/24/23		Snow's	
10	American Roofing charges should be challenged as this past Winter there were many reports of leaking. The building did not have this problem before the roof replacement.	5/24/23		Snow's	
11	Check Register needs to have Reference column completed to understand the reason for the payout.	5/24/23		Snow's	June Financials still do not contain reason.
12	When was increase in Snow's Management fee, shown on Check Register, approved?	5/24/23		Snow's	
13	Additional owners are late with dues and fines. Who at Snow's follows up on these and what is the process? How long and for how much money are owners allowed to be late? Can fines be added to dues and be automatically drafted from owners' bank accounts along with the dues?	5/24/23		Snow's	
14	Holders for hall and entranceway notices (walk quietly, clean up after dogs, etc.) have been replaced, but some holders for the signs are still cracked and need to be replaced.	5/24/23		Bil	

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15	Need to have a schedule for gray water flushing, cleaning the garage floor, carpet cleaning, window cleaning, chimney cleaning, dryer vent cleaning, and other potential or upcoming building maintenance.	5/24/23		Snow's	
16	Discuss deck replacement as part of the budget for next year. Ask Snow's about getting a safety assessment for the existing decks.	5/24/23		Bil, Snow's	Bil volunteered to discuss and request a safety assessment of decks with Pam.
17	The Board needs A Plus Security to demonstrate how security monitoring works.	5/24/23		Snow's	
18	Fire alarm testing inspectors need to access each individual condo to confirm alarms in all units are working. Snow's should manage this. How does Snow's handle this at other properties?	6/21/23		Snow's	

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#	Action Item	Date Opened	Date Closed	Assigned to	Status / Resolution
19	Check into obtaining a mixed-recycling bin and any associated cost. Does the Municipality have any promotions or incentives? Bin would need to be locked with a code for residents, and marked with recycling signs.	6/21/23		Snow's	