

**Oak Creek Estados Condominium Association
Board of Directors Meeting
Agenda**

Location: OCE Clubhouse

Date: 11-17-18

Time: 10:00AM

1. Call to Order
2. Pledge of Allegiance
3. Quorum determined
4. Approval of past minutes
5. Officer reports

President: We will have our maintenance man, Dan with us to answer any questions. **Tree removal in building corridors, Tile roofs approx. \$17,000 per building, Beams under second floor patios with sheet metal cover, Loose brick around garbage area and planters, pressure valves from meter to boiler, after hours owner's lockout, Christmas Party, Increase transfer papers to \$400.00, Cart for Dan, CIP report for 2019.**

Vice-President: Nothing at this time

Secretary: Nothing at this time.

Treasurer: Financials

6. Open forum for owners (3 minute max)
7. Old business
8. Next meeting date
9. Adjournment

Executive meeting to follow if necessary

Oak Creek Estados Homeowners Association

Board of Directors Meeting

Minutes

Date: 11-17-18

Location: OCE Clubhouse

The meeting was called to order by Peter Zid, President, at 10:00 AM

All attendees recited the Pledge of Allegiance

A quorum was met with Peter Zid, Mary Zordan, John Cunningham, John Jones, Claudie Ronaldson, Matthew Wolf present and Melanie Roach by phone. Also in attendance, Susan Port, office manager and our head maintenance man Dan.

Past minutes for both the Annual BOD meeting and the regular BOD meeting held on 10-27-18 were approved with Peter Zid motioning and Mary Zordan second. All approved.

President's report: At this time we have not heard back from Foothills Mngt on the billing for A-8 which was denied payment by the BOD on 10-17-18. Per Dan's report, several trees will need to be removed as they are impacting the sidewalks and roofs. New planting will replace. John Cunningham and Claudia Ronaldson will head landscaping. Dan and John to walk property to identify items needing to be removed. Mary Zordan motioned for the project with Peter Zid second. All in favor. The tile roofs on several buildings will need to be replaced at a cost of approx. \$17,000 per roof. John Cunningham will call his contact Tim for competing bid. Per Dan, the second story patios need to be inspected for leaks. There underlying beams which are beginning to rot. If a patio is leaking, it could or could not be the owner's responsibility. John Willis is adamant the patios are the Association's responsibility. The CC&R's will have to be carefully read to determine responsibility. Any rotting wood is to be repaired along with placing a sheet metal cap on the beam ends. This work needs to be performed to prevent long term damage. The loose brick and brick walls around D and G buildings is a priority job. Liability is high if anything falls. John Cunningham has a contact he feels could help secure the areas. John Jones suggested utilizing metal strapping around the walls to stabilize them against the carports. It was also suggested to remove the top caps and fill the wall with cement. This project will move forward with Peter Zid motioning and Mary Zordan second. Pressure valves in H and B building need to be replaced. Too much pressure going to boilers. The water company is going to replace the meters and this would be a good time to replace the valves. Mark will perform the job. All in favor of this project. The paint damage left by Southwest Roofing in C and G building will be repaired by our landscape company with the cost being deducted from Southwest's bill. Peter Zid will construct an e-mail letter detailing procedures for owner or renter lockout. OCE will host a Christmas Party in the OCE Clubhouse on 12-15-18 from 4-6 PM. A committee must be formed very soon. The transfer fee is hereby increased to \$400.00. We are still looking

for a cart for Dan. No more than \$2500.00. The CIP for 2019-2020 will impact the budget. In looking over the 10 year projection, some projects have been completed and some are ongoing.

CIP projects for 2019:

1. Catwalks..Continue to look new innovative ways to seal the catwalks by procuring bids.
2. Inspect patios for leaks and rotting beams.
3. Correct loose brick issue.
4. Replace pressure valves.
5. Continue with repair to sidewalks.
6. Tile roofs

Treasure's report: Financials are in good order and the Association is making money.

Open Forum: John Willis requested to know what the reserve fund is estimated at the end of 2019. It has been suggested we look into the contract with Bob's Tree Service. Should we be paying by the hour or by the job? The whole complex is in need of a walk through regarding the landscaping. Trees and bushes need to be trimmed. Some may pose a liability to residents. Overall "the place looks good", however it is time to look at some serious trimming.

Next Meeting: 1//26/19, Saturday at 10:00 AM

The meeting was adjourned at 11:20 AM with Peter Zid motioning ad Mary Zordan second.

Minutes taken by Susan Port and compiled by Peter Zid