

**SODA ROW TOWNHOME ASSOCIATION
BOARD OF DIRECTORS EXECUTIVE SESSION MEETING
August 13, 2018**

The Executive Meeting of Directors Meeting for Soda Row Townhome Association was held August 13, 2018, at the Daybreak Homeowners Association Offices.

Board of Directors present:

Steven Sharp, President
Ron Thompson, Secretary
Ian Wade, Treasurer
Wayne Corbridge, Director

Management Company present:

Sarah Pullman, Association Manager

Members not present:

Gary Langston, Director

Call to Order:

Steven Sharp called the meeting to order at 3:00 PM.

Approval of Meeting Minutes:

Motion: A motion was made by Ian Wade, seconded by Wayne Corbridge and unanimously carried to approve the minutes from the June 27, 2018 Open Board Meeting.

Reports:

Financial Report – *Sarah Pullman reported to the Board.*

- I. Review of the unaudited monthly financial statements for June 2018.
- II. Review of the Budvar Report.
- III. Review of the Reforecast Report.

Motion: A motion was made by Steven Sharp, seconded by Wayne Corbridge and unanimously carried to approve the June 2018. Unaudited Financial Statements.

- IV. Review of the Delinquency Report.

Management Report – *Mary Chamberlain reported to the Board.*

- I. The current cash on hand in the operating account as of June 20, 2018 is \$19,139.27.
- II. Lot Counts: As of May 1, 2018-259 units are occupied and being billed assessments.

New Business:

- I. Review and approval of 3 Landscaping Committee Representatives
 - a. Ginger McKenna, Chairperson

- b. Pam Shelline
- c. Brian Lannoye
- II. Review and approval of the 2018 Reserve Trim Painting project proposals. The contract was awarded to Certapro.
- III. Review and approval for the Reserve Study update proposals. Reserve Study Group was awarded the contract pending the terms and conditions were revised and agreed upon.
- IV. The 2019 Budget was discussed:
 - a. There will be an increase in inspection costs due to Phase 9 being completed next year.
 - b. There will be an increase in maintenance costs next year as the buildings are aging and preventative maintenance is needed.
- V. An issue with vehicles parking in the alleyways is historically an issue for snow removal. The placement of towing zone/no parking zone signs was approved.
- VI. Maintenance Considerations for 2018:
 - a. Current maintenance need for restraining the fences around SoDa Row. The board requested the maintenance contractor work on this project to improve the overall look at feel of SoDa Row.
 - b. The maintenance contractor will start roof inspections upon completing the current staining project.
 - c. In the September email to SoDa Row mention the need to check washer, dish washer and fridge lines for repair as these are homeowner responsibilities.
 - d. Small containers of ice melt are to be provided to residents in November with a reminder to use sparingly and sweep off the ice melt after it has removed the ice to avoid damage to the concrete.
- VII. A request for recycling cans in Phase 7 in the benefitted assessment area was requested. This would require all residents agreeing to the extra cost and a petition was requested from the residents to proceed.
- VIII. The following turnovers were presented to the board for approval. A motion was made by Ian Wade, seconded by Steven Sharp to accept the following units. The motion was approved unanimously.
 - i. Phase 6 Building 1 – 4617-4627 Daybreak Rim Way
 - 1. Rain gutters will not be installed as there is location to drain a downspout on the patio.
 - ii. Phase 6 Building 9 – 4508-4522 Kestrel Ridge Road
 - Items on punch list which are not to be corrected
 - 1. Window sill plate slope by design and acceptable
 - 2. Paint chip is homeowner damage
 - 3. Separation and crack in porch concrete is non-structural
 - 4. Lintel gaps are by design to allow movement and minimize maintenance
- IX. Old Business
 - a. 11166 Kestrel Rise Request to have cement repair. The board is still considering the repairs and will continue to keep this issue on the agenda until a decision can be reached.

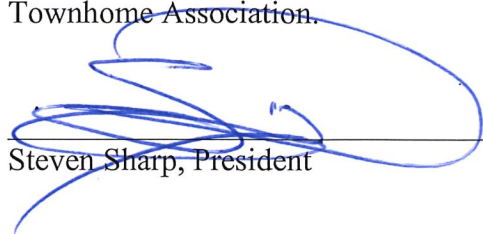
Next Meeting Date:

Board of Directors Open Session: September 18, 2018 at 6:00 pm

Adjourn:

Motion: There being no further business, a motion was made by Ian Wade, seconded by Wayne Corbridge and unanimously carried to adjourn at 4:16 PM.

Approved and respectfully submitted by Steven Sharp, President, and Daybreak Soda Row Townhome Association.



Steven Sharp, President

Date 10-18-18

