

# HOA Board Meeting Minutes

Meeting called to order at 11:06am on November 1st 2025

Units in attendance, including Board members: Michael, Nancy, Pavel, Smith, John, Mike C, Christine, 1, 4, 6, 13, 17 (proxy 20), 19, 22, and 25.

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## 1. Approval of Previous Minutes

- The Board President motioned to approve the minutes from the previous Board meeting.
- Motion seconded by John & Smith.
- Motion passed.

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## 2. Board Elections

- Mike, Nancy, and Smith: Terms renewed for 3 years.
- Pavel: Term ends next year.
- John: 2 years remaining.

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## 3. Sprinkler System Update

**Mike B.:**

- Loan has been approved; bank has all required documentation.
- Waiting on closing date.

- Mike remains in contact with the Fire Marshal; Marshal wants to see progress before further approval.

**Christine:**

- Building A is in the final signature stage of its loan process.

**Questions:**

- **Stacy:** Asked about potential housing issues during construction.
  - **Abdul:** Asked about cost details.
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## 4. Ring Doorbells

- The Board determined that Ring doorbells will **not** be allowed in common hallways due to privacy concerns and potential legal risks.
  - Research indicates liability issues with recording in shared spaces.
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## 5. Change of Occupancy

- The Fire Marshal did not approve the requested occupancy change for a specific owner.
  - Current rules:
    - Renters may continue to host up to **nine guests**.
    - Short-term rentals are limited to **29 days or less**, with **8 or fewer renters**.
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## 6. Paving

- Project led by Building 1.
  - Awaiting an updated quote.
  - Target timeline: Spring 2026.
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## 7. Concrete Work

- Planned removal of concrete in the upper parking lot when other road paving occurs in the Spring.
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## 8. Building Projects (Mike Coppinger, Property Manager – 2026 Planning)

### Tree Removal

- Two trees in the upper lot have been removed.

### Gas Line

- New gas line installation completed and compliant.
- Project came in **under budget**.

### Roof Repairs

- Mike has been unable to reach the roofing company responsible for recent gable work.
- Temporary ziptape patching planned for issues affecting Units 21 and 24.

### Spray Foam

- Unit 22 scheduled for spray foam installation on **November 21**.

- Mike anticipates this will reduce ice-related damage.

## **Brush Hogging**

- The back hill has been brush-hogged and cleaned for the season.

## **Stump Removal**

- Stump removal will be planned to increase usable backyard space.

## **Bird Infestation / Exterior Openings**

- Planned to leverage lift rental for other roof work to repair exterior holes and prevent bird entry.

## **Window Sills**

- Inquiry raised regarding updates on lower-level window repairs. Mike C. to look into creating an “eyebrow” to prevent falling snow from causing damage to specific windows.

## **Additional Project Notes**

- **Gable Roofs (Units 21/24):**
  - Known issues remain from prior renovations.
  - Roofing company owner is unresponsive; legal action may be necessary.
  - Board intends to consult the HOA attorney and send a certified letter demanding repairs.
  - Damage may need to remain untouched temporarily as evidence.
- **Deck Staining:** Mike C. will work with Board to review/determine the decks to be stained Spring / Summer 2026.
- **Leak in Unit 21:**

- A new roofing company will assess before drywall repairs.
  - Lift rental to be shared with Building 1 (Tom Rock).
  - Electrician will be sourced to repair heat tape above Unit 21.
  - A roof “cricket” may help prevent future ice-related damage.
  - **Water System:** Minor electrical issues identified. Mike will find an electrician to resolve these. No water quality concerns at this time.
  - **Culvert Cleaning:** Mike awaiting clarification from Tom Rock regarding responsibility between Buildings 1 & 2.
  - **Sauna:** Possible leak in shower area to be investigated.
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## 9. Financial Report (Christine Morrison, Accountant)

**Overall Projection:** Approximately \$1,000 over budget. [LINK TO FULL BUDGET](#)

### Budget Status Highlights

- **Over Budget:**
  - New property rate
  - Building repairs
  - Snow removal / ice melt
  - Utilities (slightly)
  - Fire alarm
  - Gas
  - Electric (slightly)
- **Under Budget:**

- Fire place cleaning / inspection
- Legal fees (\$600 under)
- Summer grounds
- Pest control (\$500 under)
- Liability insurance
- Building repairs
- Grounds
- Tree pruning (no expenses yet)
- Cable
- **On Budget:**
  - Wi-Fi
  - Capital expenditures

## **Additional Notes**

- Laundry room income exceeds projections by \$500.
- Property management rate increase was effective in August
- Board voted to provide Christine (CPA) a \$500 bonus for all of her work with the bank in order to help secure the loan

## **2026 Budget Approval**

- Quorum was established at the beginning of the meeting, in order to move forward with the vote on the proposed budget. The 2026 budget was unanimously approved by all owners present.
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## 10. Open Owner Discussion

Joan:

- **Question:** Asked about allowing a camera facing outward.
- **Answer:** The Board is currently revising camera policy language and will update the “house rules” accordingly.