

Board Minutes
June 12, 2018
5:30 p.m. to 7:30 p.m.
Bozeman Public Library Study Room

Board Members Present:

Pat Weaver, President
Ed Fillbach, Vice President
Sue Beland, Secretary/Treasurer

1. Bylaws

- Bylaws cannot be approved until the final approved plans for the 8-plex have been received so that they can be included in the bylaws.

2. Complaints

- More complaints regarding not picking up after their dogs.
- Requests to have the inoperable truck removed from the parking lot.
- Loud music played by builders has been resolved.
- A large fire was reported between garages one night. The fire blocked the driveway and was too close to buildings which might have caused a serious fire. The person was spoken to about no fires on the property.

3. Maintenance

- **Dog Stations** Board agreed to establish dog stations inside the parking lot.
- **Parking Lot** Sue will call Hauser Street Sweeping to finish removing sand from the lot and carports as construction finishes up on 4615.
- **Sprinkler system** Grasschopper is maintaining the sprinkler system and will work on the leak as well as new heads. Dana Douglas of Lawn Rain toured the property and will be asked to work with Broadleaf to fix drip lines in the wood chip areas. The Board and Schmidt will continue to monitor whether Grasschopper is maintaining the sprinkler system.
- **Bids**
 - Ed will find a snow removal contractor.
 - Sue and Ed will seek bids for pest control.
- **Collapsed retaining wall** The retaining wall beside the picnic table collapsed. Broadleaf said they would look at it to determine what repairs need to be made.
- **Birds in Vents** Dryer vents need to be cleaned before they can be covered to prevent bird access. Schmidt will be asked to explore this issue.
- **Power Washing** Power washing the buildings will be discussed later in the year.

4. New Buildings

- The exterior painting is in progress on 4615.
- Van Bryan followed up on the type of paint being used. The painters are using Duration from Sherwin Williams to match the paint used on the other buildings and thus the same warranty.
- Pat will arrange a meeting with Van to discuss repairs which will be coordinated with the builder.
 - The process required to build the shelter on the green space with lighting, benches, and a BBQ will be discussed.
- There will be a monthly charge of \$45 a month per building for sprinklers in the new buildings.

5. Schmidt Property Management

- Schmidt property management will be asked to complete several jobs. See list below.

6. Insurance

- The Board agreed to increase embezzlement insurance due to the number of persons with access to Bronzeleaf funds. Yearly premium for \$50,000 is \$198.
- Request a better rate for Ordinance and Law Insurance also called Code Upgrade Coverage. Nationwide only advised adding this insurance upon request. Our agent Blaine Martin of HUB advised adding it since the city

codes have changed. The bid was \$2,764 per year which at this point covers installing sprinkler systems in buildings which are more than 50% destroyed.

- The Board decided to continue to use HUB insurance company since they work with condominiums locally and in Montana and seek the best rates from different companies.

7. Requests

- Owners in the west side buildings requested that they be permitted to install air conditioning like the units on the east side. The east side units were built about 2 years after the west side and the units were added to the new buildings. That Board has requested a bid from AirControls to have the units installed at the owner's expense. This involves 220 electric wiring, sheet rock removal and repair, wiring, preparing a frame for the air conditioner to be installed under the living room window. The owner can hire their own contractor but must use the guidelines established by the AirControls bid if the Board grants approval for the installation. The units cool the living room and the kitchen areas.
- A landlord on behalf of their tenant has requested that they be allowed to have a camera over their garage as they have received threats that their property might be damaged.
 - The Board is taking the request under advisement after receiving a written request from the landlord.

8. Financial report

- Further discussion will be held with Schmidt Property Management regarding the computer program that is used to keep track of finances and what accounts cover what is included in the Income Statement.
- Tracking one transfer fee to discover where it was posted will continue. Transfer fees in the past were not consistently posted to that account but to dues.

Board meetings The July Board meeting is temporarily scheduled for the second Tuesday at 5 p.m. in the study room at the library. Owners wishing to attend the meeting are asked to notify the Board well ahead of the meeting date so a larger room can be found.

The Bronze Leaf Condo Association Board

Patrick Weaver, President

Ed Fillbach, Vice President

Sue Beland, Secretary/Treasurer

Board Member Assignments

Pat

- Maintain contact with lawyer on bylaws progress
- Work with Ed to figure out size of garbage area and communicate with Van
- Arrange a meeting with Bryans to coordinate repairs
- Write Letter to owners on voting procedure
- Research solar power options for complex
- Work with Ed and Van to determine feasibility of well to supply water for sprinklers
- Begin work on financial spending plan
- Maintain cloud files
- Supervise e mail

Ed

- Get prices from Bryans for bulk purchase of new exterior doors, hinges, and closures
- Get bids from TLC and Justin Counts (406) 539-0838 for snow removal
- Seek bids for pest control
- Continue to check for birds in vents
- 2018 Work with new building builders to determine whether their contractors can help with completing this work
 - loose bricks on foundation
 - replace cedar boards on decks
 - sprinkler system repair
 - replace chimney siding
 - replace exterior doors
 - determine needs for green space
 - determine size of garbage area needed including room for expansion

Sue

- Research A/C bid for west buildings for AirControls
- Speak with Dave Summerfield about additional dog station pickup
- Contact Buffalo Restoration regarding Emergency Preparedness Plan
- Work with Lauren and Rachel Krug of Buffalo Restoration on the Emergency Preparedness Plan
- Contact Hauser Street Sweeper to conduct another clean up including carports
- Ask Brad to fix the west door on 4665 that is not closing properly
- Monitor replacing bark and trimming shrubs
- Contact HUB to increase embezzlement coverage and to find a lower price for Ordinance and Law Insurance
- Request Dana Douglas of Lawn Rain and Mike Ahrens of Broadleaf work together to repair drip system
- Ask Mike Ahrens about repairs to retaining wall that collapsed behind carport near picnic table
- Before bylaws vote verify with Clerk and Recorder names of all owners
- Verify who votes with one vote per unit
- Prepare minutes and upload to web page
- Prepare and post newsletter on bulletin boards and web page
- Consult with Schmidt on finances (collections, bill payments, bank statements)
- Check on timely payment of all dues with recommendations for procedure to follow for unpaid dues
- Help Schmidt complete questionnaires from banks regarding sale of condos
- Place reserve funds in CD after consulting with Schmidt on where the CDs will be secured
- Ask Schmidt to separately e mail property managers and landlords requesting they distribute the newsletters and other communications to their tenants.

Schmidt Property Management

- To post signs on trailers parked in the parking lot and tow as needed
- To follow up on items which have not been removed from water heater rooms
- To have west door 4665 which will not close fixed
- To add dog stations in the parking lot
- To investigate covers missing from vents to discourage birds
- To give us advice on how to clean dryer vents in order to install covers
- To let us know whether water heater was fixed that was leaking
- To let us know whether a certified letter regarding a hole which is a fire hazard in the ceiling of one garage was sent
- To give us a time line for repair of vehicle damage to 4643 1D
- To implement Emergency Preparedness plan with Buffalo Restoration (Contact Rachel Krug) including secure box for keys to each condo
 - The electronic Excel file which Lauren will be asked to check and amend as needed has been prepared by Sue along with forms to be sent to owners and property managers
- To establish a box to maintain keys for owners to be used in case of emergency
- To provide bank statements since last statement
- To research where transfer fee for 4689 1C was posted
- To determine method for improving income statement presentation and accuracy
- To place a sign on bike rack that indicates bikes are parked there at owner's risk