



## Virtual Board Minutes July 14, 2020

### Virtual Meeting

#### Board Members Present:

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

#### 1. Emergency repair of west wall

The west landscape retaining wall has weathered and deteriorated primarily due to intense summer sun. The city would require repair of the wall as the soil and damaged bricks would start to crumble and slide onto the sidewalk causing damage to city property and interfere with sidewalk access. City contractors typically charge 2 to 4 times the amount other contractors charge. We estimate BronzeLeaf could be billed \$100,000 if the City of Bozeman orders the work done.

Five bids were obtained to repair the wall

- AX&T Dirtworks - \$44,600
- Black Bear - \$34,460
- HB Construction - \$63,687
- Gallatin Valley Site Works - \$45,500
- Glacier Roots - \$41,000

Details of bids

- AX&T would use quarry rock
- Glacier Roots leaves it open to change the orders and the price.
- Black Bear is a bare bones bid.
- Gallatin Valley Site Works would use a large vacuum truck to remove the dirt and brick.

Since the Board is concerned about the work on the wall lasting for many years, we agreed to use Gallatin Valley Site Works. The bid obtained from GVSW was by far the most detailed and thorough bid we received. Further, the vacuum truck would cause the least damage to the city sidewalk by not breaking it up. The final cost of this repair would be less. We feel confident that we would get the most for our money with this choice.

The Board agreed to pay half the overall cost from the reserve account and use an emergency special assessment of \$15 a month to pay the remaining amount rather than raising dues for this expense. The Board was trying to make the financial impact as small as possible for owners. Each owner will pay \$250 which can be paid in installments or as a lump sum.

#### 2. Illegal Dumping

- Illegal dumping has continued to occur. The PM suggested that real cameras be placed near the dumpsters to make it easier to catch the culprits.

#### 3. Property Manager

- Infinite Property Management has been working diligently to enter all owner's accounts and make certain that the accounts are accurate and up to date. The staff has been paying bills that were not paid in a timely manner and negotiating over bills that the Board did not feel were accurate such as an extra bill for fire control system in building 4635.
- When they have all of the accounts corrected they will have more time to attend to the maintenance of the property.

#### 4. Cleaning

- The PM is seeking bids to find a thorough cleaner for the halls. The work includes cleaning the gym and providing cleaning clothes, changing light bulbs, emptying doggi stations, and replenishing the bags. Several bids have been submitted but not all of the needs are included.
- The PM has hired a company to deep clean the carpets for \$3,800. Currently the stains are not coming out with the type of shampooing that has been done. This company says they will take out the deep stains that keep coming back to the surface. If hired every years they will charge \$3,000 per year. This was the second bid obtained. The first bid was \$2,800 but was only for shampooing not deep cleaning.



## 5. Maintenance

- With the change of property managers some of the maintenance work has fallen behind.
- Bids are being sought to complete the replenishment of bark or rocks on the east side of BonzeLeaf.
- A landscaper will be coming to trim the shrubs and trees.

**In-person Board meetings** are temporary suspended during the pandemic. All business is attended to by regular email and phone contact.

## The BronzeLeaf Condo Association Board

**Patrick Weaver, President**

**Ed Fillbach, Vice President**

**Sue Beland, Secretary/Treasurer**

## Assignments

### Property Manager

- Complete requests from Board
  - Provide board with an updated list of owners and their contact information
  - Provide board with identification of deposits to bank account
- Work with Ed on bids
- Keep Board apprised of owners seeking to remove carpeting and install hard flooring in their condo
- Notify owners that deck floors cannot be painted or stained
- Regularly check on property
- Maintain list of owners
- Notify owners that condos cannot be sold as rentals
- Maintain HOA records and up to date list of owners with contact information, rental wait list, list of rentals
- Handle HOA finances and report to the Board
- Post newsletters on the bulletin boards in each building and e mail to all owners
- Send mass emails to owners as needed

### Pat

- Contact the attorney as needed
- Work with the property manager and the board
- Work on financial spending plan
- Maintain cloud files and Supervise e mail

### Ed

- List of illegal 40-pound tank grills, charcoal grills, or hibachis
- Seek bids for striping the lot
- Parking lot seal bid sought from Apex (Mark Clark) and High Country and Another Peters Painting
- Solicit bids for the west wall
- Monitor over parked vehicles
- Arrange to have the following repairs done
  - Replace cedar boards on decks
  - Replace chimney siding
- Study replacement of boards on picnic tables

### Sue

- Up-date PM on Board actions
- Prepare minutes and upload to web page
- Prepare and have newsletter posted on bulletin boards by PM and upload to web page
- Consult with PM on finances (collections, bill payments, deposits, bank statements, rentals, owner lists)
- Check on timely payment of all dues and fees with recommendations for procedure to follow for unpaid dues
- Assist PM in completing questionnaires