



**Board Minutes
Conference Call
January 18, 2021
7:00-7:45 p.m.**

Board Members Present:

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

1. Correction to Minutes April 11, 2019

The April 11, 2019, board minutes were approved as written by all 3 board members before the minutes were released. Number 6 of the minutes contained an error which is below.

6. Noise Caused by Wood Flooring

- Replacing *wood floors with carpet* is not be conducted

➤ The Board agreed to correct Number 6 of the April 11, 2019, minutes to read:

6. Noise Caused by Wood Flooring

- Replacing *carpet with wood floors* is not to be conducted without Board permission as the increased noise level affects the quality of life of those in lower floors. Our attorney indicted that the Board could require insulation.

2. All Board business

- All e mail and text messages need to be carefully monitored to assure that they are only between board members. The PM will be notified of any decisions but should not be in the loop for discussions. All e mail should be directed to the BronzeLeaf e mail account so that a record of the communication is kept. Sue will ask the PM to send e mails to BronzeLeaf@gmail.com and copy to Ed.

3. Emergency repair of west wall

- The west retaining wall crumbled due to intense west sun and weathering. The city would require repair of the wall as the soil and badly crumbling bricks would move onto the sidewalk causing damage to city property and interfere with access to the sidewalk. The city contractors charge 2 to 4 times the amount other contractors charge with an estimate of \$100,000. BronzeLeaf would be billed for the repairs if the City of Bozeman orders the work done.
- At the end of May 2020 since the crumbling wall was deemed an emergency, the Board approved through text messaging and e mail to hire Gallatin Valley Site Services to repair the damage. The contractor charged \$42,000. The work was completed and approved by the Board. Ed obtained 2 other bids which were higher.
- The Board paid for half of the wall repair from the reserve. The other half of the cost of wall repair is to be paid at \$15 a month by the owners as a special assessment.

4. Wood Flooring

- Pat will contact our lawyer, Alanah Griffith, to ask about wording for a regulation regarding wood floors.

In-person Board meetings are temporary suspended during the pandemic. All board business is conducted by email, zoom, and phone for the foreseeable future.

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
- Oversee contractors
- Oversee issues that occur

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

- Monitor over parked vehicles
- Recommend best plan to 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