

Somerset Creek Condominium Owners Association
Board of Directors Meeting
February 16th, 2017
Unit 18

1. **Call to Order:** 7:00pm
2. **Attending**
 - Arnold Mannering (President)
 - Angela Mashlan (Vice President)
 - Calley Copeland (Secretary)
 - Clay Copeland (Treasurer)
 - Nancy Stewart (Member at Large)
 - Luiza Limona (Morris Management)
3. The minutes of the meetings held on 12/06/2016 were approved.
4. **Homeowner Forum**
 - a. None Present
5. **Presidents Report**
 - a. No new business to report.
6. **Treasurer's Report**
 - a. No new business to report
7. **Managers Report**
 - a. Letter of Engagement was signed and returned to CPA, Andrew McAlister for the 2016 financial audit and tax preparation for 2016.
 - b. Core Aeration is scheduled to be completed by Condos Landscaping in February.
 - c. Reserve Study preparation for 2018 have started.
 - d. Compliance & Rental Issues:
 - i. None to report.
 - e. Delinquency issues:
 - i. No Accounts in collection.
 - f. ACC Issues:
 - i. None to report.
 - g. Rental Status:
 - i. Somerset Creek is limited to 10 rental units. Currently, 8 units are rented.
8. **Unfinished Business**
 - a. Unit 33 Attic Ventilation; Astoria Construction has completed the following work:
 - i. Installation of roof vents every 3-4 feet to prevent moisture infiltration.
 - ii. Cleared blocked vent holes and installed attic baffles.
 - iii. Installation of vents on each of the exterior walls of the building.
 - b. Unit 33 Roof Leak; Home owner previously reported a roof leak. Astoria Construction inspected and the source of the leak was the skylights. All repairs have been completed.
 - c. Unit 33 & 34 Drainage; Olympic Rockeries has completed the drainage improvement project at 4226-4228. Vendor has installed 25-30 LF solid 1.5" outlet pipe from the sump pump towards the catch basin in asphalt, dredge pump and daily monitoring, excavate 4'x4'x5' well & install utility vaults for wet walls, deliver & place 19-20 cubic yards of washed drain rock, trench and place electrical 2" conduit for hookup of the pumps. The pump will be replaced as the current one is not adequate.
 - d. Unit 31 Roof Leak; Astoria Construction completed all repairs. Interior work was performed by the owner's vendor.

- e. Unit 45 Roof Leak; Astoria Construction was dispatched to address a reported roof leak. Water intrusion was observed throughout the ceilings/attic around the chimney area. All repairs have been completed.
- f. Unit 25 Crawl Space Repairs: Home owner previously reported crawl space damage and requested several repairs be performed by the HOA. Astoria Construction was dispatched to investigate and recommends the french drain be installed deeper in the ground. The board approved the work to be completed by Affordable Handyman.
- g. Unit 31 Wasp: Home owner previously reported a wasp nest in an exterior wall. Sprague Pest Control has completed all repairs.
- h. Garage Door Painting; The board discussed repainting the garage doors during 2017. Both Nancy and Luiza will request bids for review.

9. New Business

- a. Unit 51 Roof Leak; Astoria Construction was dispatched to address a reported roof leak. The inspection revealed a water mark at the junction of the ceiling and the west wall. The mark appeared dry to the touch, more of a stain than a wet spot. This indicates either a previous leak or a current, very slow leak. It is not possible to pinpoint the exact source of the leak currently and no construction defects were identified. Astoria recommends closely monitoring for future leaks or changes.
- b. Unit 49 Light Post; Home owner reported the common area light post on the corner was not working. Affordable Handyman has completed all repairs.
- c. Exterior Light Outage; Several common area lights are not working in the complex. Luiza will arrange for an electrician to inspect.
- d. Unit 1 Fence Damage; Home owner reported a common area fence was damaged during the recent storms. Affordable Handyman has completed all repairs.
- e. Unit 21 and 37 Ground Settling; Both units have reported building settling issues affecting front door and entry. Luiza will contact Rainer Asphalt and Seal Pro to provide a repair recommendation and price quotation.
- f. Unit 37 Drainage; Home owner reported that water is not draining from the front yard. Luiza will request Affordable Handyman to install a French drain.

The next board meeting will take place on Thursday, April 20th, 2017 at unit 18. There being no further business, the meeting was adjourned at 8:00PM.

Calley Copeland, Secretary.