

Somerset Creek Condominium Owners Association
Board of Directors Meeting
May 2nd, 2017
Unit 18

1. **Call to Order:** 7:00pm
2. **Attending**
 - Arnold Mannering (President)
 - Calley Copeland (Secretary)
 - Clay Copeland (Treasurer)
 - Nancy Stewart (Member at Large)
 - Luiza Limona (Morris Management)
3. The minutes of the meetings held on 02/16/2017 were approved.
4. **Homeowner Forum**
 - a. None Present
5. **Presidents Report**
 - a. No new business to report.
6. **Treasurer's Report**
 - a. The month ended with a checking account balance of \$9,608.04. The balance includes \$2,346.68 in Insurance claim proceeds, \$14,487.09 in prepaid assessments, \$0 in accounts payable. The net available cash is \$(-2,532.37). However, there is \$3,619.90 that needs to be transferred from the replacement fund to the checking.
 - b. The member assessment receivable (delinquencies) are \$0. Total delinquencies of less than 5% of the annual budget are one of the indicators of a financially healthy Association. Currently Somerset Creek has no delinquencies.
 - c. The Replacement Fund balance is currently \$465,080.11.
7. **Managers Report**
 - a. Received annual renewal from CAU, association's insurance broker for the 2017-2018 insurance renewal for the property, liability, D&O, and Earthquake insurance on a separate quote. The commercial policy premium is \$20,740.00 with a \$10,000 deductible. The insurance has been renewed and a copy of the Certificate of Insurance and Policy was received.
 - b. The Earthquake policy was renewed with QBE for a total annual premium of \$9,508.00.
 - c. Andrew McAlister has started preparation for the 2016 financial audit.
 - d. Coordinated with McAlister's offices to prepare the tax extension for the association. Tax extension form 7004 was filed with IRS with an estimated balance due of \$300. Payment was completed by April 14, 2017.
 - e. Reserve Study preparation for 2018 has started.
 - f. Compliance & Rental Issues:
 - i. None to report.
 - g. Delinquency issues:
 - i. No Accounts in collection.
 - h. ACC Issues:
 - i. None to report.
 - i. Rental Status:
 - i. Somerset Creek is limited to 10 rental units. Currently, 8 units are rented.
8. **Unfinished Business**
 - a. Unit 33 Roof Leak: Home owner previously reported a roof leak. Astoria Construction inspected and the source of the leak was the skylight. We previously reported in error

that all repairs were complete. Astoria Construction reported that they are not able to repair the skylight due to damaged plywood. It is Astoria Construction's opinion that the additional material damage is due to poor installation and the position of the building. Astoria Construction provided a proposal to replace the north side roof, replace insulation, add bird block ventilation holes, roof vents and exhaust fans as necessary, totaling \$25,602.50 including tax. The board approved this proposal.

- b. Unit 33 & 34 Drainage; All work has been completed.
 - c. Unit 25 Crawl Space Repairs; Home owner previously reported crawl space damage and requested several repairs be performed by the HOA. Astoria has completed installation of a French drain, removed all plantings in common areas, installed lower ditches and rocks to avoid water infiltrating into garage on South and East side of the garage. Astoria also investigated crawlspace for water and moisture intrusion and found no standing water or structural damage to the unit. Recommendation is to monitor water intrusion and install a sump pump, which is home owner responsibility. Home owner is requesting additional repair work inside garage due to water damage. Private property owners, among other obligations, are responsible for receiving and conveying stormwater flows that historically have been attributed to their private property, maintaining stormwater drainage systems on their property, and making sure that pollutants are not being discharged into water flowing from their property. The gutters might require additional improvements to divert water from the house into the street.
 - d. Unit 37 Drainage; Home owner reported that water is not draining from the front yard. Astoria Construction determined that a drain is not required as water has not created damage or infiltrating into structure. No further action is required.
 - e. Unit 37 Front Porch Light; Home owner reported that the front porch light was not replaced as part of the lighting project. After inspection, it was determined that the light was changed. No further action is required.
 - f. Unit 37 Ground Settling; Home owner previously reported settling issues affecting the front door and entry sidewalk. After inspection by Rainer Asphalt, it was determined the unit does not have any issues related to settling, concrete issues, or door issues. No further action is required.
 - g. Unit 21 Ground Settling; Home owner previously reported settling issues affecting the front door and entry sidewalk. An inspection by Rainier Asphalt determined the front sidewalk and stairs needed replacing due to damage caused by tree roots. All work has been completed.
 - h. Garage Door Painting; The board discussed repainting the garage doors during 2017. Both Nancy and Luiza will request bids for review.
 - i. Exterior Light Outage; Several common area lights are not working in the complex. Trouble shooting will continue in the coming weeks in dry weather.
9. **New Business**
- a. Unit 47 Deck Fence; The fence on the deck of this unit is in need of repair and considered a limited common element, home owners responsibility. The owner has been previously notified of the needed repairs and has asked permission to remove the fence. Without modification form approval and neighbor consent, the fence is required to be repaired to original condition. The board asked Luiza to send a letter providing a 30 day grace period to perform the repairs. If the repairs are not completed, the HOA will hire a contractor to complete the repairs and the cost will be assessed to the unit.
 - b. Driveway Repairs; Seal Pro has performed an inspection of the driveways in Somerset Creek and recommended repairs totaling \$71,652 plus tax. This includes filling 2,000 linear foot of cracks, replacing approximately 20,000 sq ft of failing asphalt, replacing 400 linear feet of fire lane curbing, and repairs to sidewalks at units 8 and 19. The board approves this proposal pending a clarification to the sidewalk repairs at units 8 and 19.
 - c. 2017 Somerset Grill Out; The 2017 Somerset Grill out will take place on Sunday, August 6th from 4 to 7pm.

The next board meeting will take place on Thursday, June 27th, 2017 at unit 12. There being no further business, the meeting was adjourned at 8:00PM.

Calley Copeland, Secretary.