

Adair HOA Board Meeting Minutes

Sunday, Feb 25, 2024

Attending: All Board members were in attendance.

A. Approval of Prior Minutes

- a. Casey distributed minutes from the 2023-Q4 Board meeting and the 2023 HOA Annual Meeting for review and approval.
- b. Motion to approve – Mendel / Lochricco. Unanimous.

B. Current Financial Review (Mitchell)

- a. Mitchell distributed the YTD financials vs budget for review and discussion.
- b. Property Insurance – Mitchell provided an update on the 2024 Property Insurance costs. Already paid first quarter; annual projection will be \$29,500.00. Casey said that he talked with Traveller's and they were too difficult to deal with, requiring significantly detailed information that is not readily available. It was suggested that we spend this year gathering competitive quotes, then later in the year, we go back to State Farm for a better quote.
 - i. ACTION: Casey will get 2023 total payout from State Farm.
 1. There was a claim (Stoltz) in 2023.
- c. 2024 Planned or Desired Projects
 - i. The Board discussed some of the known projects planned and/or desired for budget year 2024, including:
 1. Painting – Enku/Walton/Hall.
 - a. Timing: Fall, or find out best opportunity from contractor.
 - i. ACTION: Mendel will find out.
 - b. Mendel has a solid painting contractor we can use.
 - c. Cates has a contractor who recently did gutter and minor roof work on her unit.
 2. Sidewalks – See landscape discussion, below.

C. Landscape Committee Update (Mendel)

- a. Mendel shared a map of the plan for the SE Corner of the property. Funds from the 2023 community yard sale are earmarked for this project. Proposal includes privet hedge. Question was raised about using holly instead of privet. Mixing plant types may not be the best option. Bid is \$2,750 to do the SE Corner, including 25 privet.
 - i. ACTION: Mendel will get revised quote on changing privet to holly, adding ferns at corner open area, and potentially moving some existing privet to fill gaps and provide continuity of plant materials.
 - ii. MOTION: Mendel/Marshburn. To conditionally approve a proposal up to \$3,000 for the SE corner. Proposal to include all items discussed above.
- b. Mendel provided an overview of the performance of our new landscape contractor. She said I.M. Landscape is doing a great job thus far.
- c. Mendel shared a wish list for Adair landscape projects for 2024.

- i. Sidewalks vs Driveways – Some of the sidewalks need cleaning, but maybe not the driveways.
 - 1. MOTION: Mitchell/Marshburn. Sidewalks to be pressure washed by Lou’s son at \$15/hour. May require some additional rental of equipment.
- d. Sprinkler System – Time to turn on the water.
 - i. ACTION: Mendel will work with I.M. Landscape to un-winterize the system, including testing schedules and testing system. Don’t need to start running the system; just get it ready.

D. Water Update (Casey/Mitchell)

The Board discussed several of the water-related projects that have occurred recently at Adair, including:

- a. Frederick/Partlett inside leaks – Mitchell tested toilet leaks and found that he could justify the (roughly) volume of water leakage.
 - i. Issue: How to allocate the excess water charges to either Fredericks and/or Partletts?
 - 1. Total excess water was roughly \$6,000.
 - 2. ACTION: Casey will email Fredericks to ask the nature of the leak, was it a full-on run, or just a leak? The challenge is figuring out how to allocate the costs across the two units?
- b. Enku/Walton outside sewer leak
 - i. Issue was a backup/blockage at the sewer connection to the Warren duplex.
 - ii. The sewer line repairs were paid for and were the responsibility of the Warren manor unit owners (Enku/Meg).
- c. Stoltz outside leak
 - i. Camera feed determined that the line leaving her house was full of water. Lainey’s leak was apparently responsible for the water leakage, meaning that any repairs to her service line are her responsibility.
- d. Common Sewer Issues
 - i. There may be a “common” sewer blockage that we should address from a preventative maintenance issue. Will involve the City/County parties.
 - 1. ACTION: Marshburn will talk to Stoltz and to PlumbWorks to see if they already have or can camera the sewer line to determine any existing blockage. If so, we can provide that evidence to the City, which is what they would require before they’ll do any work.
 - a. Mitchell said that PlumbWorks gave an estimate of \$1,000 to “blast out” the main line.
 - 2. MOTION: Lou/Dan – Lou will work with his plumber to camera the sewer line then propose cleaning out the line. APPROVED
- e. Question: When is HOA responsible?
 - i. Condo Docs, Para. 17(a) clearly establishes the Owner maintenance responsibility of sewer lines that serve individual unit(s).
 - ii. Do we need to do some preventative maintenance or cleanout by city and/or private parties?

E. Common vs Limited Common Elements – Clarification

Casey said that the definition and application of Common vs LC elements has come into question as the Mansion recently conducted repairs on the lobby rug.

- a. Decision: The Mansion Lobby is Limited Common Element for the mansion unit owners.
- b. ACTION: Casey and Mitchell will discuss implications, esp. as related to HOA% allocations in budget. Mitchell said that there would be only about \$250 +/- change in the budget and that it should not impact any Unit Owner's annual dues.
- c. ACTION: Casey will revise the Fast Facts document (provided a summary to prospective buyers) to remove any reference to the Mansion lobby as a common element or as part of the Adair Amenities.

F. Other Business

- a. Community Bulk Pickup Day: Casey proposed scheduling a Community Bulk Pickup day. The Concierge knows the process for scheduling bulk pickup. Casey said that it could be useful for the community to organize and coordinate a bulk pickup day.
 - i. All agreed.
- b. Fitness Center Equipment – Casey said that Enku G. notified him that there was a maintenance message on one of the pieces of equipment. Casey said that it's likely that all of the equipment should receive a basic maintenance to extend their productive lives.
 - i. Question: Is it better to replace or maintain? It depends on the equipment.
 - ii. The non-working stationary bike can be discarded.
 - iii. ACTION: DAN WILL LOOK INTO A VENDOR.
- c. Spring Social Courtyard Event – Casey asked if we wanted to schedule a spring social event.
 - i. Target Date: Saturday, April 13.
 - ii. ACTION: Casey will send email to Board, plus Meg and Doug to confirm date availability.

MEETING ADJOURNED: APPX 6:50 PM