



BOARD OF TRUSTEES OPEN MEETING MINUTES

March 25, 2025

6:30PM

Call to Order- Meeting was called to order by Andrew Boettcher at 6:43pm

Approval of Minutes: Motion to approval meeting minutes for February 25, 2025, executive meeting made by Andrew Boettcher, seconded by Jerry Aquino. All if favor.

Board of Directors Present:

Andrew Boettcher

Jerry Aquino

Anna Lymycz

Financials

- Reserve Study- Andrew informed the owners that the association is at a \$3 Million deficit for the reserve study. The reserve study was conducted to be in accordance with the law, put into effect in January 2024. The reserve study determines the structure, integrity and life span for the common elements of the property. Andrew stated the association has 10 years to become compliant with this amount. If the deficit is spread equally over the 10 years, the result would be an increase to dues of approximately \$110-\$133 per month, per unit. He said the board is discussing the best financial options for the community for the amount the dues will need to be increased.
- Snow Removal- Andrew then discussed the association being over budget for the snow, which was a little less than \$40,000. The board will discuss at their next meeting if a special assessment is needed.

Management Review

- Sinkhole Update- Allison has been in contact with a state about the grant for the sink hole. Only a state employee was able to complete the grant form which was done in the middle of March. The association is hoping to get some financial help from the state with this grant, but also know they are competing with the sink holes on I-80. Matrix has not received the status of the grant but will inform the board as soon as they hear something. The engineer that has overseen the sink hole in the community was concerned about the integrity of it due to all the of the ones opening on I-80. The board approved Talon Landscaping to repair the sink hole, but first, they will fill the

sink hole with material, watching it for a few weeks to ensure there is no movement. If all goes well, Talon will follow the appropriate steps to have the sink hole repaired completely, which will cost between \$10,000-\$12,000. Owners will receive information when this project starts. The association is pursuing a grant for the engineering but is not pursuing a grant for the sinkhole repair costs. For the repair to be eligible for the grant, it must be done with prevailing wages which add about \$5,000 to the cost of the project. The board elected not to increase the cost due to the uncertainty around the grant. There is only one mine that runs under Mountain View Manor, which is the reason why only the back parking lot to building P, Q and R were scanned.

- Landscaping Contract- The board received 3 landscaping quotes from: Blackhawk, Talon and Brightview Landscaping. The board voted on Blackhawk Landscaping for 2025, the cost is \$73,270 for the season.
- Annual Meeting and Election
 - Open Seat- Nicholas Malcolm has sold his unit and is no longer on the board, so there is a seat open. The board can appoint someone to fill his seat until the next election. If anyone is interested, the board asks them to send a brief bio to Matrix.
 - Solicitations- Matrix will send out solicitation information in April for the election that will be scheduled in July.
- Community Improvements
 - Garage Doors- Jenny stated she spoke with KC Garage about the progress of the garage door replacement. As of last week, the vendor stated he was 3/4 done with the project. He is just waiting on the rest of the doors to come in. Jenny went through the community and created a priority list of the garage doors that still need to be replaced, which was sent to the board. The board will decide which doors need to be replaced next year. Matrix asked if anyone has a garage door that is in bad shape or broken to notify them.
 - Potholes- The board received 3 quotes from: Maccione, Talon and Magnolia for the pothole repairs. The board approved Talon Landscaping for this project.
 - Heat Detectors
 - Completed- The Fire Marshalls informed the board that the heat detectors have been out of compliance for about 5 years and needed to be replaced or they would start fining the association \$5,000 a day. The maintenance budget was squeezed this year due to all the detectors needing to be replaced in all the common area garages and basements instead of just a few buildings. The total cost for this project was \$68,000 and the association is now in compliance, which is cheaper than the central monitoring system that was suggested a while back, which would have cost the association over \$200,000.
- Community Reminders
 - Remove Dead Plants- Matrix stated since the weather is getting nicer, it's time for owners who have plants, planters outside to discard any dead plants and replace them with new plants or flowers. There can't be any vegetables or herbs planted since they can attract bears and other animals. In May, Matrix

- will start sending violations to anyone who is not in compliance.
- Washer & Dryer Update- Matrix discussed if anyone is wanting to get a washer/dryer installed to make sure they are following the proper procedures, which can be found on the Mountain View Manor website, or they can contact Matrix directly.
 - Bear Dumpster Reminders- Matrix informed the community that the bears are out again and have been in the dumpsters. All the bear dumpsters have carabiners on the side doors, so owners/tenants need to make sure they are locking the doors after they throw their trash in the dumpster and not throw trash in the recycling dumpster. A work order is being placed to have all the bear dumpster doors cleaned and greased.
 - Air Conditioning Units- Matrix discussed owners making sure they have the proper air conditioning grill and sleeve on their unit. There shouldn't be any gaps between the brick or siding and the a/c sleeve, if there is, water and moisture can get in between the walls and damage the wood beams. Matrix also stated there needs to be an a/c grill on the back of a/c unit to help keep out debris and animals. Matrix can assist anyone who has questions regarding their a/c unit.
 - Driving The Wrong Way- Matrix stated they have received calls from people driving the wrong way on the one-way street in the community and parking the wrong way. This is a huge liability, especially if first responders are trying to get through for an emergency. Matrix will send a violation letter to anyone in violation and will tow vehicles as well.

New Business- The board has elected Jerry Aquino to be the new Vice President and will work with Andrew over the next few years to potentially fill the President spot. Andrew and Jerry will be working on a 3–5-year maintenance plan for large projects in the community.

Open Session:

- Parking lot lights were reported out behind building P, Q and R. Matrix stated a work order was placed for the repairs, but JCP&L is hesitant to repair them until the sink hole is repaired due to the light wiring being underground.
- An owner asked if the increase in the maintenance fees due to the reserve study would be for 10 years or indefinitely. The board stated there will be increases throughout this time and there is Level II reserve study that must be completed in 5 years to remain in compliance. The board also stated there wouldn't be a special assessment for the reserve study, just an increase in monthly assessment fees.
- An owner asked about the repairs for the sidewalk in front of building R. The board said they contacted the town to see if they would fix it due to the town having to dig it up for the water main, but the town stated it was association responsibility. Andrew said there were proposals in progress and the plan is to have them fixed in the next few weeks. Erin stated the weather also must be warmer for the concrete to set properly.

- Another owner asked if the minutes from the meetings could be emailed to all the owners. The board and Matrix agreed to this request once the board approves the minutes.

Adjournment- Meeting was adjourned by Andrew and seconded by Jerry at 7:10pm