

*Starfish III, IV, V Condo Association
Board Meeting Minutes (Electronic)
November 11, 2020; 7:30 p.m.*

A Board of Directors meeting was held electronically because of Corona Virus protocols. Below are the topics that were discussed:

- **Financial Review** – John Jensen from ManaJit (the Association’s Management Company) presented a status review of the current 2020 Budget, including a Profit & Loss spreadsheet for the period January 1, 2020 through November 3, 2020. It was noted that the Association is in good standing and no questions were raised by the Board. The new Budget was also presented and approved for the 2021 budget year.
- **Update on roof, siding and any other repairs completed or still outstanding** – any and all roof issues have been addressed, as well as the wind-related siding issues that occurred during the summer. The contractor that the addressed the siding issues said the Board might want to consider changing the clips for the siding (because of age). The Board requested, and received, an estimate from the contractor and the Board decided to not address the issue at this time, but would retain the quote for possible future review and action.

During the discussion, it was noted that there was flashing coming off the roof on top of Building 3. John Jensen agreed to investigate and mitigate the problem.

- **Update on stair welding work, cost and timing to complete** – Mana-jit acquired a contractor to the review the condition of the stairs and stairwells in all three buildings and they were found to be in fair to good condition. It was noted that they were in need of some minor repairs to maintain their good condition. John Jensen from Mana-jit agreed to obtain an estimate to get the scope and price for replacing the stairs in the future. However, for the time being, the Board agreed to just do repairs to prolong the life of the steps.
- **Status on the Owners reimbursing the Association for the burned railroad tie** – the Unit Owners have been billed for the damage onto their account.
- **Status on the Owners reimbursing the Association for a water leak** – it was reported that after further investigation the leak was found to be in the wall and not the direct responsibility of the Owner. As a result, the cost to repair the leak and damage needed to be paid by the Association because it fell a common area.
- **Confirm the condo fee for 2021** – The Board decided that because of the inability to do Work Weekend jobs caused by Corona Virus protocols that all Owners would be given the Work Weekend Credit for the year. Note that this is a one-time decision because of the virus and that 2021 credits (and all future credits) would need to be earned by working the Work Weekends. The Board also agreed that Condo fees would remain the same, and would not increase for 2021.

- **Discuss how to address possible pet disturbances** – the Board had a discussion on this topic as a result of complaints about pets this summer. Owners are advised to follow the By-Laws of the Association, and future complaints should be directed to Mana-jit for necessary action. Owners are reminded to be considerate to their neighbors regarding pets and all issues so everyone can enjoy their properties.
- **Owners reminders** – 1) Owners should make sure to winterize their Units and set thermostat no lower than 55 degrees, and 2) note that Comcast offers an off-season discounted rate (for those interested) and they should contact Comcast directly.
- **Identify and plan for any repairs/work needed in 2021** – Each building now has a representative for addressing specific work needs and projects for their respective buildings. Mark Stacik volunteered to maintain a spreadsheet of those repairs. Thus far, the following projects have been identified:
 - Clean dryer vent pipes
 - Clean stairway light fixtures
 - Repair all dumpsters (6)
 - Clean up all flower beds & mulch
 - Refinish the landscaping ties
 - Clean mold from parking areas
 - Stairway painting
 - Scrape and paint garage ceilings and stair overhangs
 - Paint storage units
 - Paint the parking stripes in all units
 - Paint the outside parking blocks
 - Repair the chain link fencing
 - Repair stucco on Building 5 (bay side)
 - Clean storage shed
 - Remove Building 3 mold on side
 - Survey and repair/coat any areas on the decks that have worn, have cracks or other issues
- **Discussion on landscape stone in place of mulch** – Board had discussion on the advantages and disadvantages of using landscape stone vice mulch for the plant beds. Most Board members agreed to stay with mulch, with cost and security being the driving factors.
- **Discussion of plants outside the buildings** – the Board decided to take another look at this issue this spring. They're looking to each building representative and all Owners in general to decide on a unified appearance for the buildings that requires little maintenance. All were encouraged to take ownership of their respective buildings.

- **Discussion of possibility of whole-scale painting of all three buildings** – after discussions, the Directors asked John Jensen to obtain a cost estimate for painting all the buildings before making any type of decision.
- **Gift for Tito** – Tito Vallie, the Association’s Maintenance Worker, repair man, and friend was scheduled to be married in early December and the Directors thought it would be a nice gesture to provide a gift for the occasion. The Board agreed on a \$400 gift that was delivered by Garrett German at the time of his wedding, with great appreciation from Tito and his new bride.