

Silver Queen West Condominium Association  
Board Meeting – Basic Office & Zoom  
March 13, 2025

**Directors Present:**

Larry Funk, Joanne Gipple, Angelique Justich, & Chelsea Martin, with Lydia Fausset, Marsha Hennessy & Sylvia Murphy on Zoom.

**Board Representatives Present:**

Tom Brennan – Property Manager  
Karen Breckheimer, Assistant Property Manager  
Gary Nicholds – Basic Property Management, Inc. (BPM)

**Owners Present or Zoom:**

Chris Becker Unit 7021  
Jarrett Kobach – Unit 7205 - Zoom  
Rod Nelson Units 7300 & 7013 - Zoom  
Richard Vogt Unit - 7301 - Zoom  
Cindy Wolf -Unit 7022 - Zoom

**Call to Order:**

Joanne Gipple called the meeting to order at 1:00 PM.

**Owner Forum:**

Jarrett inquired about the Association's Comcast Internet service. He expressed a concern about being required to pay for the service that he does not use. Larry explained that the Association agreed to a 5-year bulk Internet contract. The only way that the Board could obtain the low \$25 monthly rate for Internet service was to sign up all 106 units. The Internet service would be higher and probably double if owners were to sign up individually. Before the contract was signed, owners were polled and only a few owners responded in the negative. The contract is in place for another three years and prior to the expiration, the board will again pole owners on continuing with the service.

Cindy Wolf expressed a concern that Tom Brennan will be retiring in June and wanted to know what the board is doing, regarding his replacement. Joanne said that there would be a discussion in the executive session to outline the board's plan for Tom's replacement. It was noted that Karen Breckheimer plans to continue as the assistant manager. Joanne will be sending an email to owners next week addressing the board's plan for Tom's replacement.

Chris Becker recently learned that Tom would be retiring and offered his work history. He asked the board to consider his application for SQW's manager.

### **Approval of Minutes:**

*A motion was made and seconded to approve the annual meeting draft of the minutes for the November 2, 2024 meeting. The motion was unanimously approved.*

*A motion was made and seconded to approve the November 2, 2024 after annual meeting board meeting minutes. The motion was unanimously approved.*

### **Treasurer & Financial Report:**

Lydia reported as of January 31, 2025, an operating cash balance of \$63,066.97. A reserve cash balance of \$828,823.46 with total cash of \$891,890.43. The operating fund has a year-to-date deficit of \$3,242.72 and the reserve fund has a year-to-date income of \$11,926.14.

Joanne added that the Association purchased three additional CD's. There was low interest money in the board's money market accounts, so the board purchased one 12-month \$100,000 CD and two 6-month FDIC insured CD's. This will allow the Association to receive a little more in interest that will appear as a budget item in the next report.

At the last board meeting, Lydia agreed to take the positions of Vice President and Treasurer. She has decided that she would like to continue as Vice President and resign from Treasurer. Joanne asked for a replacement Treasurer, Marsha Hennessy agreed to take the position of Treasurer. There were no additional nominations.

*A motion was made and seconded to elect Marsh Hennessy Treasurer. The motion was unanimously approved.*

### **Manager's Report:**

Tom reported that it is a relatively typical winter. The backhoe, with some hydraulic adjustment and the plow truck with minor repair to the frame are in good condition. Tom reported the recent error codes on one of the boilers indicated a need for ignitor replacement. Tom ordered replacements and is in the process of replacing the ignitors. No leaks were reported during the winter months in building roofs and balconies. Last year's installation of butyl rubber and sand on the garage roof seems to have stopped sliding ice and snow onto the parking lot. Cracked 3-inch sewer piping inside walls continues to be an issue. It is important that owners immediately contact Tom, if they notice water spots or drips from the ceiling. Problems continue with third floor plumbing. This is of concern because leaks in these units can lead to damage in the units below. Tom suggests that the Association begin with third floor units replacing in wall cast piping. Joanne believes the board should start with contacting owners and inspecting building mains. This inspection should also include checking unit plumbing valves. If valves have yet to be replaced, the work must be done with back charging to the unit owner as unit valves are not the Association's responsibility. Tom noted that Karen is doing a good job working with the parking rules and regulations.

### **Old Business:**

Larry reported on the status of the entrance door locks, he identified a few issues. Approximately 79 owners have either original Kwikset locks or some similar variations. Only a few of these owners have made changes that will require minor cylinder upgrades. The remaining 27 units have an array of

issues. To bring owners compliant with the rules and regulations, Larry has written five different letters identifying individual issues as well as options. He asked board members to review the letters and report back by Wednesday on changes they wish to make. Later next week, Kerry will be sending emails and letters to all owners. Joanne suggested that we offer a timetable for owners that are not in compliance. She set a target date of June 1 for owners that do not have the original locksets. For owners that want to return to the original master system, Tom has locks sets in stock for \$85. for knob and deadbolt locks.

The board received a complaint from an owner that a renter had a cat in violation of the rules. During an investigation, it was learned that the animal was a companion animal, but Basic did not have a letter on file. The owner of the unit was contacted and agreed to obtain a letter from the renter to become compliant. The letter was received and the renter is now compliant with Association regulations.

Tom began working at SQW in 1984 and when Bill Hulsebus retired in 1990 Tom became the manager. A few weeks ago, Larry, Joanne and Lydia met with Tom and Karen working on a job description to hire a new manager. Chelsa also offered a job description after speaking to Karen. The board is looking for a smooth transition and Tom agreed to work with a new manager, especially in trouble shooting situations, but said he is tired of building emergencies causing the cancellation of personal plans. Tom said he would consider continuing a few responsibilities, but in the long run hoped that a full-time manager, with Karen's assistance can take over the job.

An owner inquired about the board's meeting schedule. Gary stated that CCIOA leaves this decision up to the board and that it is not necessary to post meeting far in advance. Joanne commented that we will be deciding the next meeting date, time and place later today, but other meeting scheduling including the annual meeting are dependent upon accommodations and board availability.

Due to issues that the board must deal with at this meeting, it was decided to table the discussion of the rules and regulations update.

#### **Executive Session:**

The board entered executive session at 2:45 PM and returned at 4:20 PM

#### **Board Meeting Schedule:**

The next board meeting is scheduled on Thursday May 1 at 1:00 P.M. at the office of Basic Property Management.

#### **Adjournment:**

*A motion was made and seconded to adjourn at 4:30 PM. The motion was unanimously approved.*

Respectfully submitted,  
Larry Funk, Secretary