

Official Board Meeting
Diamond Brooke Townhomes
Monthly Board Meeting
May 20, 2024

The meeting was called to order by President Ron Brimeyer at 6:00 p.m.

Board Members Present: Ron Brimeyer, Carol Fisher, Denny Bewyer, Art Holcomb, Mary Jo Madvig, Connie Nutt, Steve Schuchmann, Jeff Horner Project Manager

FINANCIALS:

Operating Account: \$20,249.03

Reserves Account: \$189,808.25

I. **Explanation of Financials:** Jeff explained how to read the financial statements and focused on the “budget” vs actual expenses. Cash flow, income and expenses, can fluctuate month to month and he shared examples, e.g. prepaid HOA fees, timing of mowing and snow removal invoices, etc. The current statement ending April 30,2024 shows a projected positive budget to cover projected expenses.

II. **Amended and Restated Declaration of Covenants:** Declaration of Covenants (DC) need to be renewed every 21 years. Diamond Brooke Covenants will be renewed as follows:

- Board to review DC and make recommendation to delete or add applicable items. Ron will send all Board members the DC.
- Mark Gray Law Firm will be retained to finalize DC document and file.
- Diamond Brooke residents will be informed via email/ letter of changes and advised each unit needs to sign off on the new DC. Further instruction will follow as to time and place for residents to sign DC document.
- The estimated legal fee is \$2,000 to \$3,000.

A motion was made and seconded to approve the legal expense to Mark Gray Law Firm.

III. **Walk through Landscape Update:** Jeff provided a detailed listing of issues with trees and concrete that need attention for removal, trimming and repair. He will work with Timberpine to identify trees that will be removed or need trimming. Trees will be identified with a pink (removal) or yellow (trim) ribbon for action needed.

A motion was made to authorize Jeff Horner to accept bids up to \$2,500 without Board approval. The motion was seconded and approved.

There are several areas needing concrete work, notably storm sewer grates and surrounding. Jeff will seek out a contractor for the purposes of getting a bid for all the work. The Board will decide what is feasible to do. The bid will also serve as a projection for future budget consideration. Jeff stated that this is a busy time for concrete contractors as they are working on public streets. It is likely that a contractor will not be available until the fall.

IV. **Timber Tie Replacement quote and splintering:** Ron submitted a quote from Berber Landscaping LLC in the amount of \$5,903.96 to replace 32 rotten timbers in the moat areas in units 1 to 11. Berber stated that structurally the walls were sound and it was not feasible to “seal” coat the top railroad tie. The railroad ties have lasted 20 years and take the brunt of the weather with water and freezing.

A motion was made, seconded and approved to accept Berber Landscaping LLC quote.

V. **Google Fiber:** No action is needed to contact Google Fiber to arrange an on site presentation for their services.

VI. **Painting Progress:** Phase 2 will be units 14 to 24 and will begin when there is consistently warm and dry weather. Siding replacement and touch up painting will continue as previously identified and needed.

VII. **Residential Directory:** A residential directory is being updated and will be sent to all residents from the Board.

VIII. **Resident Portal Access:** An Email will be sent out by Jeff to remind residents of the benefits of using the Portal and how to access it.

Adjournment: A motion was made, seconded and approved to Adjourn.

Submitted by,
Steve Schuchmann
Board Secretary