

**INCLINE TERRACE CONDOMINIUM OWNERS ASSOCIATION INC.
JANUARY 2026 HOMEOWNERS MONTHLY MEETING**

Date: Wednesday, February 18, 2026.

Time: Starting: 5:10PM Ending: 5:40PM

Location: Zoom Meeting

The meeting was conducted via remote coordination due to the ongoing transition of the management office into the new Building B office location.

1. **Call to Order:** The meeting was called to order at 5:10PM by Office Manager Leticia Storrs.
2. **ATTENDANCE:** A quorum was confirmed as follows,

Board Members present:

David Tanner - HOA Board President.

Todd Tanner - HOA Vice President

Board Members Absent; Simon Titen Treasurer-Secretary.

Office Manager: Leticia Storrs.

Head of Maintenance: Bob Powell.

Homeowners present at the office: -

Homeowners by zoom: Due to the management office relocation process, the meeting was conducted with limited operational discussion.

3. **Approval of Previous Minutes:** The Board acknowledged the January 28, 2026 HOA Board Meeting Minutes. Formal approval will be addressed at the next scheduled March-2026 meeting.

4. **REPORTS:**

The Board of Directors briefly reported on the ongoing transition from construction completion to occupancy of Building B. Operational

updates will continue as the office relocation and building occupancy progress.

- **Move-In Schedule:** The move-in schedule was officially moved to March 1, 2026.
- **Move-In Appointments:** Homeowners will receive a Calendly link to schedule an appointment to:
 - * Receive unit keys.
 - * Receive the homeowner information binder.

5. **Financial Review Year-End Financial Overview (2025):**

- A brief acknowledgment of the current financial status and outstanding balances was noted. A more detailed financial review will be provided at the next meeting once operational transition activities are completed.

6. **BUSINESS:**

No substantive discussion took place due to the abbreviated meeting schedule and ongoing office relocation.

- The Board acknowledged upcoming safety upgrades related to smoke detectors replacement in Building A. Further details will be presented at a future meeting.

7. **EXECUTIVE SESSION.**

No executive session was conducted.

Next Board Meetings (2026)

- **March 18, 2026 - 5 PM**
- **April 15, 2026 - 5 PM**

Adjournment

The meeting was adjourned following completion of the agenda at 5:40PM.

Minutes prepared by:

Leticia Storrs

Office Manager

Incline Terrace Condominium Homeowners Association.