

INCLINE TERRACE CONDOMINIUM OWNERS ASSOCIATION INC.
March 2026 HOMEOWNERS MONTHLY MEETING
Date: Wednesday, March 18, 2026.
Time: Starting: 5:06PM Ending: 6:32PM
Location: Incline Terrace Management Office-Zoom

1. **Call to Order:** The meeting was called to order at 5:06PM 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 & Justin Harper
Homeowners present at the office: -
Homeowners by zoom: 506 A, 305 A, 202 C, 410 B, 204B, 608 B, 205 B,
401 B, 606 B, 401 B, 604 B, 303 B.

3. **Approval of February 2026 MEETING MINUTES.** The minutes of the February 18, 2026 HOA Board Meeting were reviewed and approved.

4. **Reports.**

5:12PM - Building B-Transition & Occupancy Process. Office Manager-Leticia Storrs.

Management provided an update on Building B operations, including:

- 46 units have received keys
 - Ongoing coordination for unit handovers and occupancy.
 - One unit currently pending resolution through attorney coordination.
 - Adjustments to the fob access system and related security considerations.
 - Continued coordination with maintenance and vendors during transition.
 - Management operations fully relocated to Building B office.
 - **5:20 PM Board President. David Tanner:**
 - Resident onboarding and welcome package distribution ongoing.
 - Unit 205B, Unit 410B, Unit 204B raised concerns.
5. **5:50 PM Board Vice-President. Todd Tanner - Financial Review**
 - 2026 operating expenses update
 - Building B operations costs.
 - Assessments structure review for 2026-2027.
 - It was noted that a finalized projection is still pending and under review with the CPA. Discussion held, no formal action taken.

- **New Business.**

- Turnover Rental Season 2026. General discussion regarding upcoming rental activity and unit turnover.
 - Security Procedures. Review of procedures for office and common areas. It was noted that emergency protocols are consistent across all units.
 - Resident Communication Strategy. Ongoing communication approach with new residents during occupancy transition.
 - Long-Term improvements. Initial discussion of future improvement opportunities.
6. **EXECUTIVE SESSION (Closed)**.
- ☐ The Board entered executive session at approximately 6:00PM to discuss confidential and legal matters.

No actions requiring a vote were taken in open session following the Executive Session.

Next Board Meetings (2026)

- **April 15, 2026 5:00PM**
- **May 18, 2026 5:00PM**

Adjournment

The meeting was adjourned following completion of the agenda at 6:32PM