MEETING MINUTES

I. Call to Order
   a. The meeting was called to order at 7:06 p.m.
   b. Members Present: Chairman Jeff Gathers; Bill Blumberg; Alex Cebotari; Fred Blum
   c. Members Absent: Joan Lampe; Takis Taousakis
   d. Others Present: Martin Menez, Treasurer and Board Liaison; Judy Johnson, Community Manager

II. Approval of Agenda and Minutes
   a. The agenda was approved unanimously after adding the “Approval of November Minutes” line item.
   b. The November 26, 2018 meeting minutes were approved unanimously.

III. Resident Open Forum
   a. No other residents were present

IV. Review of Financial Results
   a. There were no significant questions or issues raised in a review of the November 30, 2018 Financial Statements and Variance Report.
   b. December 31, 2018 Financial Statements will be distributed at the end of January. Additional review time by Accounting staff and management is invariably longer than for other months of the year. This practice is reasonably motivated by the stricter standards for accrual of unpaid expenditures as enforced in the course of the Association’s annual audit.

V. “Old” Business
   a. Repair & Replacement Reserve Project Updates:
      ✓ The columns for the John Ticer gazebo are now expected to arrive on February 1. The contractor has committed to have the gazebo finished immediately upon the delivery of columns. Ms. Johnson explained that the original sub-contractor for the fabrication and delivery of the columns backed out due to lack of capacity. A new sub-contractor was retained but has failed repeatedly to meet interim target dates for delivery of the columns from Arizona. There will be no change to the original $55,000 contract price related to the change in the sub-contractor. At the same time, no penalties were included in the contract for significant delays in delivery of the completed project.
✓ It has been recommended by the Common Area Committee that, after the John Ticer gazebo reconstruction is complete, additional landscaping be added to the east and west ends of the pocket park where the gazebo is located. Roughly $5,000 would be required for the proposed landscaping of the area.

✓ The fitness center HVAC system broke down, and it is estimated that $13,700 will be required to replace it. The community manager will check how this estimate compares with the estimate included in the previous reserve study and inform FAC. This is the original HVAC system which was installed when the fitness center was built (about 20 years ago). The same company that recently replaced the HVAC system for the management office will be contracted.

✓ The fitness center front door needs to be repaired, which is estimated to cost between $3,300 and $5,500. The door is rotted, and there is a hardware issue with the lock mechanism.

✓ The proposals to replace the basketball court floor are due by the end of February. Three proposals are expected, and the cost is estimated to be under $30,000.

✓ The replacement of the two computers at the fitness center front desk and the striping of crosswalks in the community to make them more visible are among other projects brought to FAC’s attention by the Community Manager.

b. Variance Report Issues:
✓ No issues were raised by FAC members in regard to the November 30 variance report.

VI. “New” Business
a. FAC Leadership Succession:
✓ The selection of the new FAC chairperson will be determined as part of the regular FAC meeting on February 21.

b. Reserve Study Vendor Proposals:
✓ The five vendor proposals and following selection steps will be discussed by FAC in the special meeting. The FAC, in conjunction with the Community Manager, will make a final recommendation to the Board.

✓ The plans for the updated Reserve Study were discussed at a high level. It was agreed that CSCA Community Management will need to revive efforts begun in 2016 to confirm certain “boundary issues” in coordination with management of the six condominiums. It was also noted that the 2019 Reserve Study will help to firm up the community repaving schedule and ensure that it will be supported by sufficient liquid funds in the reserve accounts.

The meeting was adjourned at 8:43 p.m.