

HIGH VIEW CONDO ASSOCIATION BOARD MEETING

April 19, 2018

President Frank Segerstrom called the meeting to order at 6:30 p.m. with Alice Heinbuch, Brian Jones, Mark Petrowski, Peggy Powell, Jeff Titcomb and Myles Walsvig present.

No guests attended.

Treasurer Heinbuch reported that the checking account balance as of April 19 was \$30,256.05.

M/S – Walsvig/Powell – the minutes of the April 6, 2018 meeting be approved as printed. Carried.

Old Business:

-Secretary Jones reported that once the snow has disappeared he and Dustin Jagusch of Jagusch Lawn Service will do a walkabout inspection of High View grounds. At this time winter driveway markers (not broken) will be collected.

-The board approved the revised work order process. See below.

-Concerning dryer vent cleaning - M/S - Walsvig/Powell - Rasmussen Cleaning Service be hired this spring to clean the dryer vents on the High View Condo Association units and the company agree to a pre-cleaning meeting. Carried.

-M/S - Jones/Petrowski - that any High View resident who has already had a dryer vent cleaned this year be reimbursed the expense by To Serve Contracting or by the High View Condo Association. Carried. Please submit a copy of your bill to your block captain. NOTE: Our association will continue to take care of dryer vent cleaning on a rotation basis. To date we have been cleaning every second year.

***-The May General Meeting will be held on Thursday, May 24 at the New Richmond Civic Center at 7:00 p.m.***

New Business:

-In preparation for the May 3 board meeting attended by Justin Spinks of To Serve Contracting the board continued preparing their "To Do" list for the company. Replacement of patio screens, downspout replacement, gutter repair and cleanup are some matters to discuss. This list will be finalized by May 1<sup>st</sup> after our handyman Jeff Titcomb completes an inspection of High View units—shingles, gutters, downspouts, dryer vents (roof exit), air conditioning units (some have been combed) and siding.

-Handyman Titcomb will also check into the kitchen leak at 1123 Highpoint.

**-Residents are asked to contact their block captains by May 1<sup>st</sup> with any specific issue associated with the hail damage repair—shingling, gutters, downspouts, patio screens, dryer vents, decks.**

Block Captains: Highpoint—Brian Jones, 1131 Highpoint; Balsam—Mark Petrowski, 807 Woodland; Spruce/High View—Frank Segerstrom, 1131 Spruce; Woodland—Miles Walsvig, 803 Woodland.

-Concerning cleanup: Although To Serve is expected to conduct a thorough cleanup **the board requests that all residents make sure that there are no rocks on their lawn so that lawn machinery can function without throwing any rocks.**

-Work orders were examined and discussed. The board is planning to undertake some major renovations this year probably using contracting companies. Some driveways and front sidewalks need to be raised by mud-jacking. Handyman Titcomb will examine front sidewalks and driveways as part of his ensuing inspection. NOTE: Driveway aprons that need re-caulking will be re-caulked at the appropriate time.

-Weather stripping replacement is a homeowner's responsibility.

-Addition of river rock has been tabled until later. Edging to be discussed at a board spring meeting.

-Next meeting will be held Thursday, May 3 at 1120 Spruce starting at 6:30 p.m. New board members will receive binders.

Adjournment at 8:29 p.m.

NOTE: Secretary Jones and his assistant/typist had this post board meeting thought. Association members should be aware that some residents have experienced difficulties with their dryers because of suspected improper installation of dryer vent roof exit caps during re-shingling. Please notify your block captain if you are having a problem.

### **Revised Work Order Request Procedure**

- Any work order request must be submitted using an official work order form, or it will be returned for resubmission. **Only one job per work order form.**

- Unless a request is deemed an emergency by the High View Condo Association president, any new request will not be discussed until the next board meeting.

- If a decision about a work order cannot be made at a board meeting the president and at least one other board member will conduct an inspection and be authorized to accept or deny the request.

- Any request forwarded to the board will be designated ACCEPTED or DENIED stamped and dated. Accepted work orders will be forwarded by the board to our handyman. Accepted requests will be copied and filed by the designated board member serving as liaison person. Once the handyman has completed a job the appropriate block captain will examine the completed work order job before work orders and time slips are turned into the treasurer. The treasurer should stamp the work order COMPLETED and pass it on to the designated board member for storage.

- If a request is denied the reason will be noted on the form and filed with the secretary. The person who made the request will be notified by the block captain as to the reason for the denial.  
Note - the board/owner responsibilities guideline can assist decisions.

- All original requests (accepted or denied) will be filed and stored. Separate file boxes will be used for ACCEPTED, DENIED and COMPLETED forms.

- It is very important that all requests be handled as soon as possible to prevent backlogs