

**Royal Arms HOA Board Meeting
July 11, 2018
RA Lobby**

Meeting Called to Order 6:30 p.m.

Roll Call

Present: Nancy Hillig, Brad Goodenough, Pat Mainella, Ed Trompke,

Others Present: Wes Finchum, CAP; five owners

Quorum present? Yes

Approval of Minutes

Ed moved to approve minutes from May 16, 2018. Pat seconded. **MOTION APPROVED.**

Report of Officers

1. Financial Report. Brad presented the financial report. Financials will be posted on the RA website. Ed moved to approve the financial report. Brad seconded. **MOTION APPROVED**
2. Outstanding assessments. Process outlined in the ROY Collection Resolution. Ed moved to send to collection in due course. Pat seconded. **MOTION APPROVED**
ACTION ITEM: Wes

Old Business

1. The updated July 10, 2018 Action Item List handed out to Board and owners in attendance for review. Action Item List will be placed on RA website.
ACTION ITEM: Wes to add an updated Action Item List on RA website
2. Landscape contract discussed.
ACTION ITEM: Brad and Pat will contact other HOAs and landscaping companies.

New Business

1. Fire Escape Bids. Bid deadline June 30; one bid submitted. The Board requested the following.
 - a) CAP will solicit as many additional bids as possible; a list four companies provided to Wes
 - b) The new RFP will separate the cost of the fire escapes and balconies from all new companies. All new bids should also include REPAIR as well as REPLACE fire escapes.
 - c) The one bid previously submitted will separate fire escapes and balconies.
 - d) Wes will send the Board the Request for Proposal for new bids**PRIORITY ACTION ITEM: *Wes to send out new RFP to four companies and more if possible. Wes will send the Board the Request for Proposal.***
2. NJP Invoices. Nancy moved to pay the invoice and include a letter reserving all rights. Ed seconded. **MOTION APPROVED**
ACTION ITEM: CAP send letter/payment

3. House Committee. Members include Madelyn Mihm, Susan Kilgore, Bruce Whitlock, Pat Mainella. The House Committee will:
 - a) review the ARC form and process
 - b) review the landscaping contract and initiate a new contract if needed

ACTION ITEM: House Committee will review ARC form/process and make recommendations at August 15, 2018 Board meeting;
ACTION ITEM: House Committee will contact other HOAs for names of landscaping companies; will review landscaping contract and make recommendations at November 14, 2018 Board meeting
4. Reserve Study. Review and discuss at August 15, 2018 Board meeting.
ACTION ITEM: Place on August 15 agenda
5. Plumbing Assessment. Completed July 9, 2018 but report not submitted. Discuss at August 15, 2018 Board meeting.
ACTION ITEM: CAP/Wes will send the Board the completed plumbing assessment.
ACTION ITEM: Place on August 15 agenda
6. Building Security Assessment. The assessment will be reviewed by Board members and discussed at August 15, 2018 Board meeting.
ACTION ITEM: Post Community memo regarding package theft dated 6/7/18 on RA website
7. Insurance. Ed moved to accept ABI's bid including optional earthquake insurance. Nancy seconded. **MOTION APPROVED**
ACTION ITEM MUST BE COMPLETED ASAP: CAP/Wes
8. RA Organizational Chart. Moved to August 15, 2018 Board meeting agenda.
9. Web Hosting and Community Forum. Moved to August 15, 2018 Board meeting agenda.
10. Review of by-laws and HOA documents. The documents will be reviewed, revised if needed, and, once approved will be placed on the RA website.
ACTION ITEM: CAP/Revised Bike Room Rules need to be posted on website
ACTION ITEM: House Rules and Regulation, revision completed 7/2018 and submitted to Board to review, add to August 15, 2018 Board meeting agenda for approval
ACTION ITEM: ARC Form to be reviewed by House Committee and submitted to Board at August 15, 2018 Board meeting
ACTION ITEM: The following need to be reviewed and revised if necessary – Bylaws, Resident Information Form, Move in/Move Out Checklist, etc. WHO? Add August 15, 2018 Board meeting agenda
11. HOA Board Vacancy. As of May, 2018 a director position on the Board is open. The term begins immediately and continues through elections in 2020. Please consider joining Nancy, Brad, Pat, and Ed on the Board of Directors. It's a great opportunity to help our community

become stronger. **If you are interested, please contact CAP by phone: 503-546-3400 or email: info@capartners.net You may also contact any Board member.**

Community Open Forum

1. Internet. Internet speed is an issue. What would it cost to raise internet speed?
ACTION ITEM: Review current contract [When does it end?] and explore group deals with Comcast or other internet companies.
2. Smoking. Owners are concerned about smoking in the adjacent parking lot. Smokers leave cigarette butts and other debris. Memo reminding owners of rules concerning smoking will include a survey regarding moving to a smoke-free building.
ACTION ITEM: The smoke-free building survey will be sent by CAP. Add legal note about marijuana. CAP/WES
3. Owner/Resident Welcome Packet. The packet provided by CAP will be reviewed by Board members. Suggestion to add simplified one-page list of items owners/residents need to know as soon as possible [e.g., call box info, how to get mail key].
ACTION ITEM: Wes will send Nancy the packet that was sent to owner. CAP/NANCY
ACTION ITEM: Board members will review items in that packet and suggest revisions/additions/deletions. BOARD MEMBERS
ACTION ITEM: Walk-through with new owners will be completed by a Board member. CAP will contact Nancy to set up walk-through with new owners/residents. CAP/NANCY

Executive Session. Ed moved to move to Executive Session. Pat seconded. **MOTION APPROVED**

Meeting adjourned 8:17 p.m.