

Royal Arms Condominiums
Board of Director Meeting Minutes
October 16, 2019

Call to Order: The meeting was called to order at 6:02 p.m. by Nancy Hillig, Board President.

Present: Nancy Hillig, President; Brad Goodenough, Treasurer; Ed Trompke, Director and Kim Adolf, CA Partners.

Absent: James Center, Director.

Minutes: Motion was made by Ed Trompke and seconded by Nancy Hillig to approve the July 10, 2019 minutes as presented. Motion carried unanimously.

Financial Report: Treasurer Brad Goodenough provided an overview of the association's finances.

Committee Reports:

- **Landscape Committee:** The committee provided a recap of items that have been completed and requested approval for additional planting. A motion was made by Ed Trompke to approve the estimate from Orient Drive Landscaping, minus the parking lot cleanup costs, for additional planting in the amount of \$2,385.50. Work to be performed as Mike can do it, and the 2020 budget for landscape is to be increased for this work. The motion was seconded by Brad Goodenough. Motion carried unanimously.
- **House Committee:** The committee requested approval for the association to pay to clean up the parking lot next door to the building and to install an ash tray for use by resident's that smoke in this area. A motion was made by Ed Trompke and seconded by Brad Goodenough to purchase and install a cigarette butt receptacle, have it installed 10' front the side door, and to have the janitorial company monitor and dump the receptacle and to authorized 1 hour of clean up time to clean up the parking lot adjacent to the building. Motion carried with a vote of 2-1, Nancy Hillig voting no.

Old Business:

- **Jet Communication Contract:** A motion was made by Ed Trompke and seconded by Nancy Hillig to approve the contract from Jet Communications to provide cable and internet service to the building for a one-year term. Motion carried unanimously.
- **Non-Smoking Building Policy:** The House Committee recapped the information that had previously been sent out to owners regarding amending the By-laws and Declaration to prohibit smoking in the building. The Board will hold a townhall style question and answer forum prior to the November 2019 board meeting.

- **Re-Piping Project Update:** Nancy Hillig provided an update regarding the progress of the engineering plans for the project. The Board requested Management to contact Justin Barnhart with Certa to see if he can push the engineering plans forward and to schedule bid walks for the projects.

New Business:

- **Fee Waiver Request:** A motion was made by Brad Goodenough and seconded by Ed Trompke to waive fees in the amount of \$127.66 for #308. Motion carried unanimously.
- **Financial Review 2018:** A motion was made by Brad Goodenough and seconded by Ed Trompke to approve the 2018 financial review as completed by Schwindt & Co. Motion carried unanimously.
- **Reserve Study Update Bid:** A motion was made by Brad Goodenough and seconded by Ed Trompke to approve the bid from Certa to complete a reserve study update for fiscal year 2020. Motion carried unanimously.
- **2029 Financial Review & Tax Preparation Bid:** A motion was made by Brad Goodenough and seconded by Nancy Hillig to approve the bid from Schwindt & Co. to prepare the 2019 tax returns and financial review. Motion carried unanimously.
- **2020 Draft Budget:** This item was tabled to the November meeting.
- **Future of the House Committee:** The Board is asking for volunteers to help with various items in the community. Management will send out an email requesting volunteers.
- **Schedule Annual Meeting Date:** The Annual Membership Meeting will be held on January 8, 2020 at 6:00 pm.

Adjournment: A motion was made by Nancy Hillig and seconded by Ed Trompke to adjourn the meeting at 7:29 pm. Motion carried unanimously.