

**Royal Arms HOA Board Meeting
May 16, 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; Justin Barnhart, Certa; five owners

Quorum present? Yes

Approval of Minutes

Nancy moved to approve minutes from April 5, 2018. Ed seconded. **MOTION APPROVED.**

Report of Officers

1. Financial Report. Brad presented the financial report. Financials will be posted on the RA website.

Old Business

1. Open Forum.
 - a. TO DO chart posted showing items completed and ongoing.
 - b. Pat provided an update on a new website and forum platform. She will provide a cost analysis to the Board. *Added to the TO DO list: Pat*
2. East side door. The door still needs to be checked. *Added to the TO DO list: Nancy*

New Business

1. Reserve Study. Justin Barnhart, Certa, discussed implications of the 2017 Reserve Study and answered questions regarding additions to the Reserve Study. A draft report will be completed by June 1. Ed moved to adopt a contract for \$1250 with Certa for a 2019 Level 2 [on site] reserve study. Brad seconded. **MOTION APPROVED.**
2. Building Security Issues. A memo will be sent to owners regarding options for package delivery. The memo will be posted in the mail room as well. *Added to the TO DO list: Wes*
3. Plumbing Assessment. Ed moved to enlist MP Plumbing, at a cost not to exceed \$2000, to provide an assessment of plumbing, recommendations for updates and/or repairs, and an advisory scope of work. Brad seconded. **MOTION APPROVED.** *Added to the TO DO list: Wes*
4. Housekeeping Committee. Nancy requested that interested owners contact her at nhillig@gmail.com. Landscaping company is providing a refresh of landscape. Nancy asked for a new contract. *Added to the TO DO list: Nancy*
5. Lobby light fixture. Nancy moved to approve ordering and installing the new light fixture at a cost not to exceed \$500. Brad seconded. **MOTION APPROVED.** *Added to the TO DO list: Nancy*

6. Communication. An organizational chart defining chain of command and chain of communication will be developed, including narrative description. *Added to the TO DO list: Pat*
7. Action Item Chart. The chart will be posted on the RA website so owners will be aware of all action items and their completion. *Added to the TO DO list: Wes*
8. Windows. Ed moved to reimburse \$2750 to Unit 303 for window replacement and stated the rationale: *The budget does not have a reserve account for window replacement. We are authorizing this reimbursement as a special action at the discretion of the Board. Section 6.1 of Declaration allows the Board to specifically assess the owner(s) of unreserved items for the expenditure but, in this case, where there is no upgrade, only replacement, we choose not to assess at Board discretion. The owners may not materially affect the budget.* Brad seconded. **MOTION PASSED.**

Community Open Forum

1. Security issue. Owner asked if the Board is sure the building is secure?
2. Mail room. Owner suggested we ask owners. Kate will take on this project and look at all options available, reporting back to the President. *Added to TO DO list: Kate*
3. Windows. The Board retroactively told owners that they were responsible for windows. Board should look at Reserve Study and add windows.

Ed moved to adjourn the meeting to executive session. Brad seconded. **MOTION PASSED.**

Meeting adjourned 7:52 p.m.