

**Royal Arms Condominiums  
Board of Director Meeting Minutes  
February 22, 2021**

**Call to Order:** The meeting was called to order at 6:04 p.m. by Kim Adolf, CA Partners.

**Present:** Brad Goodenough, Treasurer; James Center, Director; Ed Trompke, Director; Kim Adolf, CA Partners; and Kristina Ursin, Secretary.

**Absent:** None.

**Appointment of Officers:**

- **President:** Kristina Ursin. Appointment carried unanimously.
- **Treasurer:** Brad Goodenough. Appointment carried unanimously.
- **Secretary:** James Center. Appointment carried unanimously.
- James Center nominated Kate Chamberlin to recently vacated position on the board, Kristina Ursin seconded. Appointment carried unanimously.
- New resident packet contacts to be updated for new resident orientations.

**Minutes:** Motion was made by Brad Goodenough and seconded by James Center to approve the November 9, 2020 minutes as presented. Motion carried unanimously.

**Reports:**

- **Treasurer:** Budget in place for 2021. Slightly under budget YTD, operating account healthy.
- **House Committee:** Meeting with potential new landscaper on options to improve longevity of landscaping. Management to explore options on motion sensor lights and front load washing machines.

**Unfinished Business:**

- **Plumbing Project Update:** In November, Rayborn's Plumbing, Inc. conducted an inspection of one unit per stack. In order to complete plans, they will need access to each unit for measurements. As there are no records with the city, these new plans are required to get more accurate bids for the plumbing project. Management to draft a message to owners.

- **Balcony Repair Review:** Miller Engineering inspected the balconies in 2018, their recommendation was to replace. NJP, company that repaired fire escapes, will be contacted for a bid to potentially repair.
- **Window Maintenance Responsibility:** In order to inform the reserve study, the attorney was contacted to provide a legal opinion. The attorney's opinion is that the HOA is only responsible for the window frames.
- **Final Reserve Study:** The reserve study has been finalized.

#### **New Business:**

- **Internet Service Provider:** Contract with Jet Communications automatically renews October 16 and requires 90 days termination notice (July 18). Survey will be sent to homeowners and alternatives will be researched.
- **Collections:** A motion was made by James Center and seconded by Ed Trompke to send account to attorney for collections or foreclosure.
- **Additional Fob Request:** A motion was made by Brad Goodenough and seconded by Kristina Ursin to provide requesting unit an additional fob.

**Adjournment:** A motion was made by Ed Trompke and seconded by James Center to adjourn the meeting at 7:05 pm. Motion carried unanimously.