

**QUADNA MOUNTAIN TOWNHOUSE ASSOCIATION**  
**MINUTES OF**  
**FALL BUSINESS MEETING**  
**SEPTEMBER 27, 2008**

- I. Call to Order The meeting was called to order by President Bob Madsen at 10:00 a.m.
- II. Minutes President Madsen stated that the 2007 fall information meeting minutes were mailed to all homeowners following the 2007 Fall Meeting and are also available on our web site. A motion was made, seconded and passed to approve the 2007 Fall Informational Meeting minutes
- III. Buildings 4 and 5 Restoration/Grounds Improvement Status  
Building 4: President Madsen reported the restoration is complete according to the contract. A final accounting has been sent to each unit owner. The grounds restoration and sidewalks are complete.

Pending issues:

- Rain gutters
- Painting of exterior storage and entry doors.
- Building and unit numbers
- Landscaping
- Chimney Painting

President Madsen discussed lessons learned from Building 4 construction that will be applied to other buildings.

Building 5: President Madsen reported the building is complete according to contract.

- All doors professionally painted and installed with new hardware. Owners were asked to call Dave Ingwell if they had not already received new keys.
- Pending:
  - building and unit numbers
  - grounds restoration/sidewalks tentatively planned to begin first week in October
  - landscaping to be done in spring 2009
  - resolution relative to drain tile being evaluated

- IV. Legal  
Director Beisner discussed the monthly assessment collection process and special assessments process approved by the Board.

Monthly Assessments Collection Process

Monthly Assessments – Collection Process automated with Omega. After 60 days in arrears, a demand letter will be sent. Alternative arrangements in repayment may be approved by the Board. After 90 days in arrears, lien placed on property. Board reviews and authorizes foreclosure, if applicable, and attorney proceeds with foreclosure process. All fees assessed to owner.

Special Assessments Process

Assessment letter will be re-sent with letter of commitment to owners buildings 1-3. The timing will be determined based upon bid and legal process. The goal is to complete these buildings in 2009 pending financial resolution and foreclosure process underway. Payment will be due in 60 days. Failure to comply will result in lien and foreclosure process.

V. Building Restoration Standards

The building restoration standards were established as part of the first renovation project, specifically Building 4. These standards included:

- input from owners
- recommendations from a sub-group of the Building Committee which included association members, Building Committee, realtor and 2 professional designers
- QMTA Board
- These standards were implemented in both building 4 and 5 renovations.

On August 4, 2008, at a special Board meeting, the QMTA Board reaffirmed the renovation project scope, materials, and colors.

"The restoration project scope includes all decks, windows, doors, siding and trim for buildings 1, 2, and 3 using buildings 4 and 5 as the standard." The standard also applies to buildings 6-11 with the addition of roofs as required.

- **Siding** - EDCO steel siding horizontal D4 lap siding and house wrap. Color Terratone.
- **Windows** - Anderson Series 400 Terratone with stone screen/hardware. Must meet building code and state fire egress requirements.
- **Sliding Doors** - Anderson Permashield 8' slider stone screen with hardware - Terratone.
- **Trim** - Aluminum center soffit, fascia on eaves and overhangs - Willow
- **Gutters/Downspouts** - Aluminum gutters Willow; downspouts Terratone.
- **Doors:**
  - Shed - Steel/wood - Terratone
  - Storm/Screen - Anderson full glass - Terratone
  - Entry - Anderson half light entry with dual blinds. Primed. Color by building options: EDCO Terratone, Willow, Mahogany.
- **Decks** - 5/4 .4 AC2 Treated Decking
- **Hardware/Lights** - Brushed nickel - reference buildings 4 and 5
- **Roofs** - Owens Corning Duration Driftwood - color: Weathered Wood

VI. Buildings 1, 2 and 3 Restoration

Status of Special Assessment

- 75% of owners paid or signed letter of commitment
- 25% refused to pay and in some cases even acknowledge the letter of commitment
- The entire process will be re-initiated

Board Recommendations

Consulting engineer/project manager be hired.

- Evaluate needs of every unit, each building
- Prepare the building specifications based on QMTA requirements.
- Obtain bids from certified contractors
- Recommend actions

- Manage project through completion

VII. Units 6-11

A tentative renovation schedule was discussed as follows:

- Building 11 – Spring 2009
- Buildings 9 and 10 – Summer, Fall 2009
- Buildings 6, 7, and 8 – Spring, Summer 2010

The building schedule may be advanced by request of the majority of owners in a particular building

VIII. Old Business

Environmental Control Standards

All additions, modifications, or changes to any building or common grounds MUST conform to the Declarations of Covenants, Conditions and Resolutions - Article X. Requests for change must be submitted in writing using the ECC form on the web site. Failure to do so will result in the removal of the change at the owner's expense or fines as appropriate. President Madsen commented that owners may wish to replace their unit windows prior to the restoration. Owners were especially reminded to use the ECC form on the web site prior to ordering windows so that the Board can help ensure the owner does not make costly mistakes – windows must meet egress requirements and standards.

Rules and Regulations

Townhouse community living requires that owners respect the common property and the rights of others. The Board approved updated rules submitted by the Environmental Control Committee at the Board meeting on Friday, September 26. These were reviewed. (A copy of the new rules is attached to these minutes and also posted on our web site.)

IX. New Business

Member Gordy Stutzman questioned the facilities charge of \$20 as a base electric cost. It was noted this is a Lake Country Power standard.

Member Joan Schultz requested more cable programs. Members were informed they can contact the local cable company and order more programs. The member will receive a bill from the cable company for the extra programming.

Owners were present from unit 316 – a timeshare unit in Building 2. Timeshare officers are working hard to clear title on several weeks. There was concern that they would not be ready for the tentative Spring 2009 renovation on the building. After discussion, it was agreed that Building 2 renovation would not occur until Fall 2009.

An owner asked when the new bidding process will be done. The response was that the process will start with the hiring of a consulting engineer to do a complete review of each unit in buildings 1-3 and 6-11. Specifications and a new bidding process will follow.

X. The meeting adjourned at 12:15 p.m.

/s/ Joanne Madsen, Recording Secretary