

Quadna Mountain Townhouse Association
Minutes of Board Meeting
Monday, November 28, 2022, 5:00 pm, on Zoom

Board Members Present - Joanne Madsen, Joel Richards, Blaine Smith, Lisa Suchy and David Stendal (Omega)

Call to Order - Blaine Smith
- Quorum was met

Approval of Minutes - Lisa Suchy
- 2022 Annual Meeting on 9/03/22 and Board Meeting on 9/03/22
- Meetings occurred on the same day.
- Joanne made a motion to approve both sets of minutes. Motion carried.

Unfinished Business

1. Capping Preway Fireplaces
 - We received a bid for \$6000 to do the fireplace capping. The expense reflects the need to have the caps special made and includes the work to go up and down the ladder for each unit's installation.
 - Joel recommended that instead, as a more cost effective solution for homeowners, we have signs made up to put on the fireplace inside the unit that state that the fireplace cannot be used. In addition, to stop the flow of air, a ball of fiberglass insulation could be stuffed up the chimney. The insulation would get pulled out by the installers in the event of a gas fireplace installation.
 - The discussion included another idea to remove any doors on the front of the fireplaces and put a piece of sheet metal in front of the fireplace opening and paint it black. Blaine moved that we go forward with this plan, motion carried.
 - After the board meeting, the board raised various concerns about the plan that was agreed upon at the meeting (to cover the fireplace with sheet metal). It was determined that signage and insulation in the chimney, plus and a couple other changes, would suffice. In summary:
 - A follow up letter will be sent to owners with a Preway fireplace capturing the following information: The cost to cap the fireplaces was high, and being mindful of homeowner funds, the board determined a more cost effective solution. For each unit with a Preway fireplace, insulation will be stuffed up the chimney to block the flow of air. A magnetized sign will be placed on the front of the fireplace indicating the non-usable state of the fireplace. The sign can be kept in place as necessary by homeowners when renting or receiving guests. It is the responsibility of the homeowners to inform all parties using their unit that the fireplace is not usable. Additionally, signs will be placed in the woodsheds as an additional reminder. For new owners in the future, Omega has added a statement to the Resale Disclosure Certificates alerting buyers that the Preway fireplaces cannot be used. Additionally, a seller does have an affirmative obligation under Minnesota State law to disclose any defects in the property they are offering for sale. All owners who have converted their Preway fireplace, or are in the process, should notify Parker and Joel Richards. Owners will be notified in advance of the work being performed.
 - Parker and Joel will coordinate with owners to get into the units and make the changes.
 - In addition, there was discussion about the board coordinating regular inspections of wood burning fireplaces that are not Preway. Notes are reflected in New Business below.

New Business

- Insurance Renewal
 - The association had a minor increase in the cost of our insurance policy for next year compared to what a lot of other associations are seeing. Joanne moved that we accept the package from American Family to change to the Fusion insurance policy which wraps Crime and D&O into the same policy. Motion carried.
- Building 1 & 2 Dumpster Location
 - The dumpster is currently in front of an owner parking spot. There are also concerns about property lines. If the stakes in the ground are correct, the dumpster is not on association property.
 - Lisa will look for property maps when going through paperwork in the community center.
 - Joel offered to get the plat map from Aitkin County so we can get a correct understanding of our property lines.
 - The Waste Management driver was not happy with moving the dumpster to the suggested location by the well house where it used to be because of concerns with the hill in winter.
 - Parker put together six options for dumpster locations which James circulated to the board. There were three locations recommended: Leaving it in the current location (which affects one owner parking spot or two spots if we put in a surround, plus the questions about property lines). Second option was at the entrance to the parking lot between buildings 1 and 2 on the immediate right (which would be in front of an owner electrical outlet). Third option was to double up the dumpster next to the one by buildings 1 and 3 (which would not affect parking, but building 2 owners would have to walk further).
 - There was discussion about the various options. Owners in building 2 were previously notified of the possibility and did not express issue with it.
 - Blaine recommended we leave the dumpster where it is for the winter and move it down by the dumpster near buildings 1 and 3 in the spring where the woodshed is currently, and extend the concrete pad and fence surround to accommodate the second dumpster. Lisa moved that we approve this plan. Motion carried. The maintenance team could also move the woodshed and place it by the community center for the fire pit down there.
- PTAC Filter Cleaning
 - The maintenance team is proposing we eliminate the cleaning of PTAC filters from the Maintenance Services Plan as homeowners are responsible for the maintenance of all other interior heating equipment and appliances. If the owners choose not to clean their PTAC units, their units will produce less heat, making them more inefficient.
 - Parker has offered to show homeowners how to clean the filters, so owners can contact him when they are ready.
 - Blaine moved that we remove this item from our staff duties, motion carried.
 - Discussion continued about ongoing fireplace inspections.
 - There are a few units that have replaced the Preway fireplace with a wood burning fireplace or stove including a replacement of the chimney all the way up.
 - It is important to the association from a safety and fire hazard perspective that we continue inspections of wood burning fireplaces.
 - For the remaining wood burning fireplaces, it was determined that the association would pay for the inspection and the homeowners would pay for any necessary cleaning costs. The board will coordinate the inspections every 3 years.
 - Dave Stendal will update the Maintenance Service Policy with both the changes to the PTAC filter cleaning and fireplace inspections. The board will need to approve when ready.
- Adoption of Reserve Plan
 - There were some changes made to the draft reserve plan based on the board's review of the plan earlier in November.
- 2023 Budget

- Based on the new reserve plan and the 2023 operating budget, we will require an increase in assessments in 2023. Letters were sent by Omega to inform homeowners.
- We are receiving income from the Villas and Timeshares that covered our pool chemical and propane expenses last year. We also receive income from the Villas for heat checks and snow removal.
- We are now saving money each month on the electric bill as four of the association's meter charges have been eliminated. Three homeowners have a separate meter installed to track association usage on their meter. The reimbursement process is set to be annual in the spring. There are other meters that can possibly be eliminated.
- Dave Stendal discussed the need for more clarity to make sure maintenance credit card charges are associated with the correct operating account. It was determined that Parker can start documenting accounting codes for what he's charging on the credit card and pay at the pump for gas so it's easier to track.

Announcement of Next Board Meeting

- The next board meeting will be scheduled for late April 2023.
- The board is planning a series of work sessions in the meantime to prepare for next spring and the pool project.

Adjournment

- Meeting was adjourned at 7:10 pm.

Minutes recorded by Secretary, *Lisa Suchy*, (digital signature)