

DELMONICO TOWNHOMES ASSOCIATION, INC.

Board of Directors Meeting Minutes

April 25, 2023

The Board of Directors meeting was held at RowCal's office. The meeting was called to order at 5:36 p.m. Present at the meeting were:

	Iona Lee	Vice President
	Liz Klingensmith	Secretary
	Frank Hibbitts	Director at Large
	Carolyn Moyer	Director at Large
	Peggy Pryde	Director at Large
	Derek Patterson	Property Manager
Excused Absences:	Beth Stearns	President
	Jana Frey	Treasurer

Prior to the meeting, a meeting packet was emailed to the Board.

The Board meeting was also provided by telecommunication (Zoom). No residents were present.

Owner's Forum / Hearing(s):

There were no Hearings. No residents were present in person.

Secretary's Report:

The January Board meeting minutes were approved as submitted.

An ATWAM email vote was taken on 3-29-23 to approve a dues payment plan, which passed 7-0 in favor.

An ATWAM email vote was taken on 2-28-23 to approve the new RowCal management contract, which passed 7-0 in favor.

Finance and Manager's Report:

Total assets as of March 31 are \$289,578.07, with \$82,183.62 in Reserves (The Special Assessment balance is \$138,112.69). Operating expenses were \$17,339.47 over budget for the year (some charts of account issues need to be corrected, which will amend the presented finances). Reserve funding is on schedule. The Income Statement and Cash Disbursement reports were reviewed. A question-and-answer period followed. It was noted that RowCal's software tracks all financial and other Action Items (AIs), so items are not lost.

The Reserve Expense Reports for 2021 and 2022 were reviewed.

The Aged Receivables report was reviewed (7 pages).

The list reflects any past due amount, including the Special Assessment that is not due until August 31st. The Special Assessment is \$1,352.00 per home, which will pay for new roofs on ten buildings this fall.

The SmartProperty Reserve report was reviewed, noting 5% funded. A few items still need verified funding, but the supermajority of the component list is complete.

The 2023-2034 Project List was reviewed.

It was noted that a street sweep would be conducted, and then the potholes would be patched.

The Special Assessment for the Roof Replacement is estimated to cost \$196k. An updated bid will be sought in June or July.

The primary projects for consideration this year are replacing wood window wells and deteriorating concrete. There are roughly 30 window wells noted as moderate condition and 12 concrete locations to be considered. Photographs of some of the wood window wells were reviewed, and it was agreed these are a higher priority to be completed (7 were noted to be completed this year). It was unanimously agreed to replace the top three listed now and the remaining four in the fall/winter.

Photographs of each concrete location were reviewed, and it was unanimously agreed to replace the sidewalk sections only at this time (6186 and 6208).

It was noted that some front porch wood repairs were found, and upon further inspection, the list grew to roughly 35 units being repaired. All work has been completed.

Old / New Business:

The yearly contract for fire hydrant testing was reviewed and approved.

There was a discussion on what financial information should be included in the minutes. It was unanimously agreed to the format above in this set of minutes.

There was a discussion on if an Audit should be conducted for 2023 as an Audit is being conducted for 2022. It was unanimously agreed to have an Audit for 2023.

There was discussion on whether there should be an additional Board meeting for May, as the other summer months' meetings are already scheduled through September. It was unanimously agreed to keep the current schedule and not meet in May, and all Board meetings will be held at RowCal's office; the Annual Meeting will be held at Fire Stations 18.

Parking notices were reviewed.

There was a discussion about people parking in the community and sleeping in their vehicles overnight. Two incidents were discovered, and one vehicle was reported to the police for trespassing. The difficulty is witnessing the trespass, obtaining a license plate, and reporting the incident to the police. If future reports are known, Board members will assist in verifying and reporting the trespass.

There being no further business, the meeting was adjourned at 7:32 p.m.



Derek Patterson
Property Manager