

**ATRIUM HOA
BOARD OF DIRECTORS MEETING
January 17, 2019**

MINUTES

1) CALL TO ORDER

President Wagner called the meeting to order at 6:01 pm.

2) ESTABLISH QUORUM

President Wagner established that a quorum is present.

3) BOARD MEETING – ROLL CALL

Present (8): Barb Wagner, Jeff Pisani, John Loeser, Bob Ceddia, Isabel Marlar, Elizabeth Kujawa, Katy Kennedy, Katy Noffsinger & Jim Sarthar of Hillcrest Property Management

Absent (1): Chris Ratliff

4) APPROVAL OF MINUTES FROM BOARD OF DIRECTORS MEETING –11.15.18

Isabel made a motion to approve the minutes taken on November 15, 2018

Second: Jeff

Vote: All in favor. Approved.

Isabel made a motion to nominate Bob Ceddia for Vice President.

Second: Jeff

Vote: All in favor. Approved.

5) FINANCIAL REPORT FOR – December 2018

Jeff reports that the total operating funds for December is \$41, 053.06. Total reserves are \$202, 229.91. Total cash is \$243,282.97. Jeff reports that finances are “moving along as expected.” The budget committee will meet to review.

6) COMMITTEE REPORTS

Landscaping: Barb reported that company visited after expected dates.

Social: Beth reported that the holiday party was successful. Upcoming: Retirement gathering for Elaine, our US Postal Service carrier on 2/6/19 from 4-6pm in the Atrium Clubhouse. Light refreshments will be served. All are welcome to attend. Also, sports game gatherings continue to be open to residents if the Clubhouse space is not previously reserved. A community Super Bowl party will be planned. Details are TBD.

Maintenance: Bob Ceddia will now head maintenance chair.

7) MANAGEMENT REPORT

Per Jim of Hillcrest, no new report in addition to Old & New Business agenda items.

8) OLD BUSINESS

- **Key FOB Upstairs Clubhouse:** Heather will continue to follow up on orders for answers.
- **Leak Investigation Clubhouse**
 - i) **Engineer Selection:** Two proposals are under review from Barnes Architects and REX Engineering. Barnes Architects was responsive and enclosed a field review, documentation, and design in detail. MI Construction will then follow the engineer’s recommendations.

Jeff made a motion to approve Barnes Architects' proposal to create specifications.

Second: Beth

Vote: All in favor. Approved.

- **Tennis Court Completion:** Project is reported as almost completed, barring some details for cleanup, benches and a few other remaining details.
- **Website Update:** John Loeser reports that we will reserve rights. Gary continues to build the site and make progress.
- **Budget Committee:** CD Renewal
Jeff made a motion that that we renew the \$50,000 CD term with a fourteen month at 2% interest.
Second: Isabel
Vote: All in Favor. Approved.
- **Clubhouse Rental Agreement:** The Board reviewed rule updates, changes, and addendums to submit to the association attorney for review. Jeff will submit the redline rules to association attorney for review. Upon review, a draft of the reviewed rules and regulations will be distributed to unit owners prior to adoption by The Board.

Isabel motions to close down the Clubhouse from midnight to 4am every night.

Second: John

Vote: In favor: 8. Abstain: 1. Approved.

9) NEW BUSINESS

- **Board Vacancy**

Deb Gallet resigned her position on The Board with a five month remaining balance on her term. The resignation created a Vice President vacancy and maintenance chairman vacancy. The Board expressed gratitude for Deb's service to the community.

Barb made a motion to fill the current five month vacancy with Katy Noffsinger as Director.

Second: Isabel

Vote: All in favor. Approved.

- **Clubhouse Rental:**

The Clubhouse Rental Fee has been reduced.

- The rental / usage fee totals \$100 = \$75 cleaning + \$25 for utilities / typical wear and tear over time.
- A \$200 security deposit will be submitted and returned after a successful rental is determined.

Elizabeth made a motion to change the Clubhouse rental fee to total \$300, which includes a \$100 rental usage fee and \$200 security deposit.

Second: John

Vote: All in favor. Approved.

10) EXECUTIVE SESSION (If Necessary)

An executive session was not held.

11) ADJOURNMENT

Katy K. made a motion to adjourn at 8:06pm.

Second: Isabel

Vote: All in favor. Approved.

Respectfully Submitted,
Katy Kennedy, Board Secretary