

## **PTCA BOARD MEETING MINUTES**

**August 17, 2020**

The August 17, 2020 PTCA Board Meeting was called to order at 6:14 pm by President Ray MacPherson. This BOD meeting was held via ZOOM. Board members present: Ray MacPherson, Ken Wright, Gary Brackett, Tom Sanford and Glenda Anderson. Samantha Davis present from The Management Trust.

Ratify any AWM's performed outside of the Board Meeting – None

### **Secretary's Report –**

The minutes from the July 20, 2020 Board Meeting were read by Glenda Anderson. Motion made, seconded and approved to accept as read.

### **President's Report –**

We will probably hold the next 2-3 meetings via ZOOM. Residents who have difficulty accessing Zoom should contact Samantha or Ken.

**Finance Report –** Treasurer's Report- Ken presented the Treasurer's Report. Motion made, seconded and approved to accept the report.

### **Community Association Manager's Report –**

Samantha Davis reported:

She and Tom completed the July site visit

She will do a building walk thru with Tom next Monday.

Audit results were delivered to Ken on August 4<sup>th</sup>.

### **Committee Reports**

- Maintenance/Landscape

Roof works continues. Asphalt repair is complete.

Center treadmill in Exercise Room is out of order and repair is being pursued.

Elevator seismic issues have been resolved.

Magnetic fire door issues have been resolved.

New hand sanitizer dispenser in lobby has been deployed.

Tree Pruning: Ken contacted 10 pruning companies. Two are not accepting new business, 6 did not return his call, and one completed a site visit and another will come next week.

- Social Committee  
No report
- Interior Design  
No report
- Security  
A resident noticed a potential intruder on the east parking lot side and was able to scare him off using his car alarm. Another resident has discovered two building niches being used by intruders. The board is researching fencing options.
- Budget & Finance  
Ken reported that we are on budget. Accounts receivable is looking very good. Ken has started next year's budget and will hold a short Zoom meeting to answer questions.
- Update on Moves  
Gary reported on moves: 6 moves, 4 furniture, 3 contractor. The contractor days have been lengthy. Board will discuss increasing move fees later tonight.
- Book Club  
On hold until state allows social gatherings
- Newsletter  
August newsletter was published and sent out via email. September newsletter will be available first of September.
- Government Affairs/Community Relations  
No report
- Rules Committee  
No report

### **Unfinished Business**

NONE

### **New Business**

Pet fees and move in and move out fees: other condo associations have higher fees than PTCA. Discussion followed on increasing the move in/move out fees. Consensus is that the

board does not wish these fees to generate revenue beyond compensating the move coordinators and covering any resulting damage to walls and floors.

Motion made, seconded and approved to increase the move in fee to \$350 and the move out fee to \$200 and to increase move coordinator compensation by \$50.

Landscape Maintenance: Arnold does not have time to maintain the landscaping. Several owners have requested that the board research options for landscape maintenance and tree pruning. Three proposals from Master Cut, Land Care and God's Green Earth have been received. God's Green Earth was the least expensive and includes a one time clean up expense of \$2835 and a yearly maintenance fee of \$14,310. This expense is not currently in the budget and will impact dues if we proceed. After discussion motion made, seconded, and unanimously passed to accept God's Green Earth Lawn Restoration's quote for \$2835 for a one-time Common area cleanup and quote for ongoing Common Area Maintenance for \$333.00 each week during growing season and \$333.00 every other week during non-growing season for about \$4158 in 2020. Estimate for 2021 is \$14320.00. All include sales tax.

### **Announcements**

None

### **Open Forum**

Will McNamee stated that the rules will need to be changed to reflect the fee increase. Sam will research cost effective options for this.

Will and Shirley wonder if it is reasonable to pay for clean up expenses and then start a maintenance agreement. Per Sam it is usual and reasonable.

Will also questioned why the walls are not being repaired after moving damage is incurred. After much discussion Will volunteered to do the paint touch ups if Arnold provides him the paint.

Tom, Will and Sam will assess wall damage and report in September.

George Hayes stated that he thinks Arnold has been doing an excellent job with the landscaping and he does not think we need additional landscaping help.

Jan Miller thanked the board for researching landscaping options.

Dave Stegell reminded the board that he is still waiting for Arnold's job list. He also asked about the budget process and when owners will be able to review and participate. He also asked if the board is speaking with an arborist about the tree trimming.

Jon Levant suggested that we update the rules to "current price set by the board" to limit the need to make formal changes to the rules.

Jon also asked what kind of fence we are considering to protect the building from intruders and will the audit report be sent out to the Finance Committee. Ken stated that he will send the audit report.

The board moved to Executive Session at 7:47pm

Motion made, seconded and approved to adjourn at 8:09pm.

Respectfully submitted,

Glenda Anderson, Secretary