

# Townhome at Rockrimmon Association, Inc.

Board of Directors Special Meeting Minutes

April 6, 2020

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The Special Board of Directors meeting of the Townhome at Rockrimmon Association was held via Gotomeeting conference service. Chris N. called the meeting to order at 5:15 p.m. Those present were:

Chris Norquest	President
Gloria Ballton	Vice President
Diana Sanderson	Secretary
Mark Chisholm	Treasurer
Victoria Patterson	Director at Large
Josh Bernhard	Director at Large
Darren Burns	Property Manager (Z&R)
Chris Schade	Property Manager (Z&R)

**DRAFT**

Open Forum: None.

Darren reported that his staff is working long hours on the financial reports, but that they are literally so disorganized and convoluted that it is proving to be a real challenge. One big problem was how Association accounted for the special assessment funds. They were not depositing SA payments into the SA account and were tracking payments on a spreadsheet outside of their financial software. With three payment options offered, the timing and amounts of payments is highly sporadic. He hopes an accurate and clean statement is possible for the April end of month reports.

Darren presented two sets of bids on chimney repairs for 408A and 456H. He received 3 sets of bids but the third was too high to consider. After discussion on the pros and cons of the bids, he clarified that the chimney work would not involve roof work that might void the warranty of Reconstruction Experts. The Recon bid for the same repairs was about \$850 higher than the DRC bid. Mark made a motion to approve the DRC bid for both chimneys and the motion carried unanimously.

Chris N. mentioned that there are still a number of porch roofs to rebuild over the next two years and painting also needs to be done. A site visit of the Community with Z&R and Board reps will be scheduled. At the site visit, the asphalt will be reviewed, porch roofs and any other pressing maintenance issues. The Board and Z&R will also review which buildings' paint and siding is the worst and try to rate buildings from best to worst and work out a paint cycle over 3-5 years. Darren explained that, in addition to multiple paint bids, Z&R will solicit siding bids to ensure that each year only good siding is being painted.

Z&R will also reach out to a few contractors who do stucco over siding and get some baseline bids to compare to painting for long term savings.

There being no further business, the meeting was adjourned at 6:30 p.m.

Respectfully Submitted,

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Diana Sanderson  
Secretary

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Darren H. Burns  
Property Manager