

# Townhome at Rockrimmon Association, Inc.

Board of Directors Special Meeting Minutes

June 1, 2020

The Board of Directors meeting of the Townhome at Rockrimmon Association was held via Gotomeeting conference service. Chris Norquest called the meeting to order at 6:40 a.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)
Dina Bradford	Owner 218C W. Rockrimmon

**DRAFT**

**Open Forum:** Dog fine hearing – 218C W Rockrimmon. This unit was determined to have been warned about an unauthorized dog present since at least June of 2019. A follow up fine letter was issued for the presence of the dog along with multiple off leash and poop violations for a total of \$1300. The dog was removed shortly thereafter, and the Owner provided written affirmation of this fact. Dina was given the floor and explained her situation that started in 2019 with a false alarm and then problems with her son bringing his dog into the unit. She admitted the violations and requested leniency on the fines based on hardships encountered by her son and herself from personal issues and Covid-19. She requested the removal of ½ of the fines.

The Board discussed the issues at hand and Chris moved that the account be assessed \$50 for each violation (unauthorized dog, dog off leash and poop) and that the remaining \$1150 be put in abeyance until May 31, 2021. If no further pet violations are noted before 05/31/2021, the remaining fines will be erased. If another violation occurs before that time, all the fines will be posted, and new fines will also be posted at \$50 per violation per occurrence. The motion carried unanimously.

**Approval of Previous Minutes:** Josh made a motion to approve the May 2020 minutes as submitted and the motion carried unanimously. Darren was thanked for how thorough his minutes are compared to his predecessors.

**Manager's Report:** The Work Order Summary and CC&R Reports were reviewed. Only 5 work orders were logged, but many more will be entered retroactively as RTMC completes on-site projects. 26 violations were listed on the CC&R report.

392 A&B Fire Claim – The asbestos mitigation continues, and Darren estimated 2-3 more weeks before completion and the beginning of phase II, which will be pricing out the full reconstruction of the fire damage and commencement of work.

The first walk through with the Board and Management was completed, but there were so many issues to note that the paint cycle was not addressed. A paint-specific walk through will be scheduled by Z&R in the next week to 10 days and the Board will be invited. Six concrete areas that presented trip and fall hazards were identified by Ren. A proposal to fix five of them, along with a map, was presented for a total cost of \$2857.81 by Precision Concrete Cutting. The second area at 384D was recommended for replacement and could not be repaired. Josh made a motion to approve as submitted and the motion carried unanimously.

A list of dead plants replacements at various addresses was presented by Brightview with a total just over \$700. Darren was not clear on how the scope was set and has asked BV for clarification. The matter was tabled.

360E Window Well Collapsing - \$8700 – DRC presented a bid to address this issue, which included replacement of the very large window well and repairs of the interior structural damage. Chris made a motion to approve the work based upon the dangerous condition of the window well collapsing and the fact that the Owner has been waiting years for Associa to address it. The motion carried unanimously.

408A and 456H – Chimney Water Tests – Three different leaks have been addressed in the past month (2 chimneys and 1 AC unit pad) and each time Reconstruction Experts asserted they did not involve the new roof installation. Inspection reports and water tests by DRC on 408A and 456H both indicated the problem was with poor flashing and lack of ice and water shield on the chimneys. Both items should have been completed as part of the new roofing. Darren recommended a 3<sup>rd</sup> party comprehensive inspection of 6-8 random buildings to determine the scope of the problem at a cost of approx. \$675 per building to include the entire roof and gutter system on each building. Diana moved to use Scraat Inspection Services for 6 random buildings (to include 496 and exclude 408 and 456) and the motion carried unanimously.

234A – Fence request status – The Owner will be submitting a formal request shortly after the Board, by a general consensus after reviewing the site, agreed it would consider the project. Darren has yet to invite the owner to chair the Events Committee or request his plan and budget.

New Governing Document Review – Darren still needs to do his review and send out recommendations. Chris mentioned a lot of work has been completed, but the Committee lost several members in mid-stream. She requested 2 more volunteers to help her close out the process.

Parking permits – Diana is handling permit requests on site and Darren thanked her profusely for her volunteer efforts. For passes on short notice she requested a call vs. email.

Clubhouse keys, reservations protocol – Diana received and labeled the keys and put them in the clubhouse. Z&R will notify Mac and Terry to set up key pickup prior to any events and Z&R will handle the paperwork in office. Diana will be the backup if Mac and Terry are not available. Diana and Josh discussed getting Z&R an alarm code with ADT for the clubhouse. Additional sections of the vinyl fence need repaired in addition to what Brightview is fixing.

New Business – 424D, with an unauthorized dog, was discussed and Gloria mentioned the unit may be listed for sale. Daily fines are currently accruing.

Future Agenda Items – Governing document review, insurance claim updates, July garage sale, appoint Eric as chair of the Event Committee, fate of the tennis courts.

There being no further business, the meeting was adjourned at 7:57 a.m. on a motion from Diana. The next meeting is scheduled for Monday, June 22, 2020 at 6:30 a.m., location TBD.

Respectfully Submitted,

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Diana Sanderson  
Secretary

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Darren H. Burns  
Property Manager