

**Boulder Brook Townhome Association
Board of Directors Meeting
October 18, 2021**

The meeting came to order at 6:30 p.m. at Rhonda Smith's residence. Board members present: Rhonda Smith, Andy Cink (via Zoom), Deb Fry, Joe Santi, and Matt McDonald. No residents present.

Approval of Meeting Minutes

Motion to approve October 3, 2021, annual meeting minutes by Joe Santi; second by Matt McDonald. The annual meeting minutes were unanimously approved.

Financial Report

As of September 30, 2021: Reserve \$90,354.91; checking available \$13,292.00; and money market reserve (siding) \$82,241.94. Motion to approve financial report by Deb Fry; second by Rhonda Smith. The financial report was unanimously approved.

Old Business:

- Discussion of Annual Meeting Notes/Concerns:
 - Dryer vent cleaning: Rhonda Smith presented a quote from Supreme Air Duct/Dryer Vent Cleaning from Ankeny, Iowa: \$34.00 x 35 units = \$1,190. This annual cleaning is mandated per the association's insurance. Residents can pay by writing a check to Boulder Brook HOA and mailing to Steve Gulling Property Management; P.O. Box 57273, Des Moines, IA 50317.
 - Mowing: A meeting took place on October 5, 2021 between Steve Gulling, owner of mowing service, mowing supervisor as well as Rhonda Smith, Paralee Lane, Ray Peters, and Joe Santi. Concerns among residents were addressed re: mowing speed and turns, etc. Also, the sprinkler schedule will be adjusted in the spring to allow the grass to dry completely between weekly mowing.
 - Leaves. Mowers are equipped with mulcher function.
 - Concrete repair: Driveways and common areas in need of concrete repair/replacement will be addressed in the next budget year. The board received a quote last year, but it will need updating to evaluate for next year's budget.
 - Salt during snow removal: Rhonda sought clarification from Steve Gulling re: salting. The association needs to salt all areas or opt for salting nowhere. If no salt is desired, we need to sign a waiver on our insurance. The board discussed and decided salt is preferred over injury and perhaps resulting lawsuit. Budget will be adjusted to allow for salting common roadways as well as all driveways.
 - Overgrowth in back: Determination of property lot lines has been tabled until spring walkaround.

- General cleanup: Board discussed idea of dumpster for hauling of yard waste and other items for residents and determined, due to budget, residents should take advantage of city of Ankeny cleanup days instead.
- Window washing: Board will obtain bids; residents would pay if service is desired (as we do for dryer vent cleaning).
- Siding: Board will determine problem areas and advise association re: replacement of siding.
- Interior projects (i.e., lightbulb replacement): Question was asked about requesting help with inside projects (i.e., lightbulb replacement in out-of-reach spots). A list of resources could be the answer; residents also suggested searching out a service such as Angie's List www.angi.com or others.
- Bush and Hedge Trimming: Walkaround was completed on October 11th and list of bushes needing trimmed was created. Joe Santi will follow up with Steve Gulling re: status of trimming.

New Business:

- Election of New Officers as follows:
 - President Joe Santi
 - VP Andy Cink
 - Treasurer: Rhonda Smith
 - Secretary: Deb Fry
 - Building/Grounds: Matt McDonald
- Gutter Cleaning: The board reviewed the quotes for gutter cleaning: \$2,439/year or, with three-year contract \$2,073 + \$700 if underground spouts are cleaned. It was agreed that the three-year contract should be secured. After discussion, it was decided to sign the three-year contract and add the water flush this year.
- 2022 Budget/HOA Dues: Budget determination will be focus of November meeting. Before then, Rhonda will ask Steve Gulling for input on similar associations (# of units, no pool, etc.) to set starting point for discussion. Using this information as well as last year's budget and project costs, Rhonda will prepare 2022 budget for discussion at next meeting. The board agreed that we need to build reserve (it is half of what it used to be) and must expect that costs for services will continue to increase.

Adjournment: With no other business to discuss, Rhonda Smith moved to adjourn the meeting; Andy Cink seconded. Meeting was adjourned at 7:30 p.m.

Next Meeting: The board meets the third Monday of each month; next meeting will be held Monday, November 15, at 6:30 p.m. at Andy Cink residence (#922).