Cement Creek Condominium Association, Inc.
Board of Managers

Minutes of Meeting
May 25, 2016

The Board of Managers meeting was opened by Charlie Zeiter at 10:00 AM, MST.
THIS MEETING WAS HELD VIA A CONFERENCE PHONE CALL.
Charlie Zeiter asked for a roll call of directors present and a verification of quorum:

In Attendance:

Charlie Zeiter
Bob Baker
Chris Ward
David Wynn
T. Craig Brandon – not present

Four of Five directors present and thus a quorum established.
No one else called in for this meeting.

1. Proof of Notice of Meeting.

   Charlie Zeiter stated that the Notice and Agenda for this meeting were posted on the association's designated posting wall (in the offices of Cement Creek Condominiums Association) and put on the association's web-site.

2. Approval of meeting minutes from the meeting held on March 15, 2016.

   David Wynn made a motion to approve the minutes as presented.
   Chris Ward seconded this motion.

   Motion was unanimously approved

3. Approve Baker Easement with CCCA, lots 11 & 12.

   Charlie Zeiter presented final draft of easement between Robert Baker, lots 11 & 12 and CCCA. This draft has been reviewed by Mike O'Loughlin and Tim Pearson of Pearson Surveying did the map and legal descriptions.

David Wynn made motion to have Charlie Zeiter sign the easement, as duly appointed representative of CCCA Board of Directors.

Charlie Zeiter seconded the motion.

Motion was unanimously approved

NOTE, Bob Baker and Chris Ward abstained from this vote due to conflicts interest.

4. Approve release of Deed Restriction on Baker lots11 & 12.

Charlie Zeiter presented the Termination of Declaration of Restrictive Covenant document reviewed and approved by association legal counsel Mike O'Loughlin.

David Wynn made motion to have Charlie Zeiter sign the termination agreement, as duly appointed representative of CCCA Board of Directors.

Charlie Zeiter seconded the motion.

Motion was unanimously approved

NOTE, Bob Baker and Chris Ward abstained from this vote due to conflicts interest.

5. Review and approve lease with Ward/Davis lots 9 & 10.

Charlie presented the lease prepared by Chris Ward on lots 9 & 10. Discussion occurred regarding having legal counsel review said lease. It was determined by the Board that all Board members had reviewed the lease and that it was simple and straight forward and thus no additional review by association legal counsel is necessary.

David Wynn made motion to have Charlie Zeiter sign the lease as duly appointed representative of CCCA Board of Directors.

Charlie Zeiter seconded the motion.

Motion was unanimously approved

NOTE, Bob Baker and Chris Ward abstained from this vote due to conflicts interest.

6. Discuss special assessment to pay for Ward/Davis lease.

Charlie Zeiter presented that he would like to move to the next agenda item, discussion of changing association budget cycle prior to discussing a possible special assessment. Board was in favor and thus moved to item # 7.

7. Move budget cycle for CCCA.

Charlie Zeiter presented that the association may want to change its budget cycle to coincide with the Association's annual General Membership Meeting.

CCIOA requires that the general membership review the annual budget. CCCA's general membership meeting is in August of each year. Currently our budget is the fiscal year. Charlie Zeiter proposes moving the budget process to the following:

Use 6/1/xx to 5/31/xx to calculate the annual budget.
Prepare and present budget to Board of Directors by 6/30/xx.
Board of Directors approves budget by 7/31/16.
Mail approved budget to General Membership per CCIOA by 8/1/xx.
Present budget to General Membership at General Membership Annual Meeting held annually no earlier than 8/15/xx.
New budgeted payments start 10/1/xx and continue through 9/31/xx of next year.

Chris Ward made motion to change the CCCA budget cycle and process as presented.

David Wynn seconded motion.

Motion was unanimously approved

Since this new budget procedure/schedule is now in place, no need to have a special assessment to pay for the Ward/Davis lease.

8. Discuss Albritton Easement.

Charlie Zeiter presented the easement prepared by Richard Albritton's attorney and associated correspondence. Richard purchased lots 15 & 16 (lots between Italian Creek Building and East River Building). In summary, Richard wants CCCA to quit claim deed any and all rights it may have in lots 15 & 16 and in return Richard will give CCCA a Revocable Easement for the road, sprinklers, steps, and pond/raceway with CCCA being responsible for all maintenance.

Discussion occurred regarding if the CCCA had any obligation or liability to keep the steps of East River Unit # 9 deck. David Wynn mentioned that he thought the steps should be removed. It was determined that this is a legal question and Charlie Zeiter will ask Mike O'Loughlin to advise CCCA on this matter.

Bob Baker mentioned that the CCCA should not do anything with the pond.

Chris Ward mentioned that the CCCA should not do anything with the sprinkler system, and that we have a document stating that CCCA will not perform any services or maintenance to any property not owned by CCCA without a written agreement.

Charlie Zeiter made a motion that we want Mike O'Loughlin to present to Albrittion, that all the CCCA is willing to do is accept an Irrevocable Easement for the road across lots 15 & 16, including in the agreement that Albritton can access his lots 15 & 16 through the CCCA roads and that he will not be responsible for any maintenance expense until he builds on the lots.

Bob Baker seconded the motion.

Motion was unanimously approved

9. Discuss East River Deck Repairs/Problems.

Charlie Zeiter presented the problems and needed repairs at the East River Building decks off units 3, 5, and 7. He also presented an estimate of monies spent over the last 20 years trying to maintain and repair these decks. Currently, water is leaking into the units and the CCCA has spent thousands of dollars trying to repair these decks. Charlie Zeiter presented an engineering report from Williams Engineers and cost estimates to rebuild the decks and one to tear them off and rebuild the original shed roofs. The engineer's report suggests that the best solution is to remove the decks and rebuild the original shed roofs.

Discussion occurred regarding and expenses of ongoing maintenance and repairs, how much we've spent to date trying to get them to not leak, and future maintenance as decks. All the board members felt it would be best to remove the decks and rebuild the original shed roofs.

Chris Ward made motion that bids be obtained as to the exact cost to remove the decks and rebuild the shed roof along with having Mike O'Loughlin review how we properly document through the association the removal of these decks (Limited Common Elements). Also, Charlie Zeiter will inform the owners of units 3, 5, & 7 of the discussion of the Board regarding these decks and obtain any input they may have.

Bob Baker seconded the motion.

Motion was unanimously approved

10. Discuss repairs to Elcho Avenue.

Charlie Zeiter presented bids to fix holes and reseal the road.

Discussion occurred regarding the idea/project underway to re-build Elcho Ave.

Bob Baker would like to very much move forward with re-building Elcho avenue.

We need to start work on getting bids to do the engineering and then bids to do the work.

We need to talk to a bank about borrowing the money for the work; either a loan or a line of credit.

Thus, it was determined that only minimum patching should be done to the road for this year.

It was also directed that Charlie Zeiter should discuss this project with our current engineer Jerry Greene to get some time and expense estimates. Charlie Zeiter will also talk to our bank to get exact requirements to borrow the monies needed.

With no further business being presented to the board,
David Wynn made motion to close the meeting.
Bob Baker seconded the motion.

Motion to close the meeting was unanimously approved.

Said meeting was closed by Charlie Zeiter at 11:22 AM.