Redcliff Two Condo Owners' Association
Board Meeting Minutes – Approved
Date: Thursday, June 22, 2023
Location: Zoom

I. Call to order – The meeting was called to order at 3:06 pm by Mark Dollard
   a) Board Members Present: Mark Dollard - President, Kit Cassingham – Secretary, Absent: Tanya Ishikawa – Vice President
   b) Homeowners Present: Jeanette Hackney & David Valentich, Unit B & C and Will Thompson - Unit E.
   c) Management: Tina McFarlin & Barbara Fauscette with Assurance HOA Management

II. Homeowner Forum: Jeanette Hackney & David Valentich - Unit B & C, and Will Thompson - Unit E.

III. Actions outside the Board Meeting:
   a) Approval of April Financials
   b) Approval of May Financials
   c) Approval of March Meeting Minute

IV. Ratification:
   a) Kit Cassingham made a motion to ratify the April Financials, Mark Dollard seconded the motion, the motion passed unanimously.
   b) Kit Cassingham made a motion to ratify the Mary Financials, Mark Dollard seconded the motion, the motion passed unanimously.

V. Minutes: Kit Cassingham made a motion to ratify the Meeting Minutes from March 16, Mark Dollard seconded the motion, the motion passed unanimously.

VI. Financials: Assurance HOA Management L.L.C provided the May financials to the Board of directors and were approved via email and ratified. They are posted on the web portal. No delinquencies. The 2022 Tax returns have been completed and need signed at Decker & Associates and mailed off, there was an extension filed but no penalty.

VII. Managers' Report: Assurance HOA Management L.L.C. provided the management report.
   a) Resales – There were 2 resales, Unit B & Unit C
   b) Compliance report was provided
   c) Inspections were performed April 14 & May 18, 2023.

VIII. Old Business:
   a) Summer Vendor Update: All seems to be going well vs instead of last year.
   b) Landscaping is going well, added water to the common area corner. Plants and flowers in front of unit B.
   c) Trees were trimmed last year, 2022
   d) Window Washing was completed came in $25.00 under budget.
   e) Backflow prevention was performed by Snipps Heating & Air, there are two (2) backflows that need to be addressed during 1 visit which should be scheduled earlier in the year. The Furnace needs to be inspected as well but was not included in the 2024 budget. There are no fire suppression systems. Unit #C has the second backflow and is

where the water main shut off is located. Mark Dollard will reach out to Snipps Heating & Air for scheduling.

f) Recycling Status: Mark Dollard will put up signage to reflect breaking down and flatten boxes in the garage. Tanya Ishikawa has been keeping up on the recycling status. Trash and Recycle is on Thursdays.

IX. New Business:

a) Roof leaks & Repair Planning: There have been some roof leaks, above unit G, the N.E. Corner of the building, Victor came to review the leaks, it is tabled until September when Victor has done his repair.

b) New Board Members: The Board has 1 board position open as Kit Cassingham has sold her unit. Jeanette Hackney has volunteered for the board position. Mark Dollard made a motion to accept this volunteer to serve out the term of Kit Cassingham, Kit Cassingham seconded the motion, the motion carried unanimously. Mark Dollard made a motion to accept the resignation of Kit Cassingham; Jeanette Hackney seconded the motion, the motion carried unanimously.

X. Adjournment: Mark Dollard adorned the meeting at 3:48unit pm without a motion.

XI. The Next Scheduled Board Meeting is Thursday, September 21, 2023, at 3:00 pm via zoom.

Minutes respectively taken by Assurance HOA Management on June 22, 2023
By: Tina McFarlin, CMCA