Redcliff Two Condo Owners' Association
Board Meeting Minutes – Draft
Date: Tuesday, September 19, 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, Tanya Ishikawa – Vice President and Jeanette Hackney – Secretary
   b) Homeowners Present: Mike Wiggins – Unit D & David Valentich – Unit B & C
   c) Management: Tina McFarlin – Regional Vice President with ACCU

II. Unit Owner Forum: Nothing

III. Actions outside the Board Meeting:
   a) Approval of June Meeting Minute

IV. Ratification:

V. Minutes: Mark Dollard made a motion to ratify the Meeting Minutes from June 22, Jeanette Hackney seconded the motion, the motion passed unanimously.

VI. Financials: Assurance HOA Management L.L.C provided the July financials to the Board of directors. There are no delinquencies. Moving forward ACCU will be doing the accounting, they will need to do the August Financials, once they are completed, they will be sent to the Board of Directors. The Board would like the previous years month by month in the board packet. Prior year on Balance Sheet and profit and loss. Mark Dollard made a motion to approve the July financials; Tanya Ishikawa seconded the motion, the motion passed unanimously.

VII. Managers' Report: ACCU provided the management report.
   a) Resales – Unit D closed July 27
   b) Inspections will be performed by Tina McFarlin
   c) Assurance HOA was acquired by ACCU out of Denver; however, Tina McFarlin will continue to manage the association. Tina is the Regional Vice President. New Management Agreement was signed with ACCU by Mark Dollard

VIII. Old 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. Tanya Ishikawa will continue to monitor for leaks.
   b) Recycling Status: Tanya Ishikawa has been keeping up on the recycling status. Trash and Recycle is on Thursdays. This works well in the residential garage. Mark Dollard will provide garage keys to the commercial units.

IX. New Business:
   a) Snow Removal: Jeanette Hackney obtained a proposal for $350.00 per month, this will be emailed over to the Management Company. Mark Dollard has asked 2 other companies for proposals; however, they have not been obtained yet.

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b) Irrigation shutdown: Mike Arod will be shutting down the irrigation system, he will need access to Unit #C, this will be around October 1, 2023.
c) Landscaping: This was done and looks great. Trees were trimmed in 2022
d) 2024 Preliminary Budget: The management company will be providing the board with this within the first week of October.
e) Board Elections – Mark Dollard and Jeanette Hackney will continue to stay on the Board one (1) more year.
f) Annual Meeting – Tuesday, November 14, 2023 @ 4:00 pm

X. Adjournment: Mark Dollard adorned the meeting at 4:01 pm without a motion.

XI. The Next Meeting is the Annual Meeting: Tuesday, November 14, 2023, at 4:00 pm via zoom.

Join Zoom Meeting
https://us06web.zoom.us/j/85042676756?pwd=K05nQktZRnBsa1J4TFp0MmlPR2IxQT09

Minutes respectively taken by ACCU on September 19, 2023
By: Tina McFarlin, Regional Vice President

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