Redcliff Two Condo Owners' Association
Board Meeting Minutes – Approved
Date: Monday, February 26, 2024
Location: Zoom

I. Call to order – The meeting was called to order at 3:00pm by Mark Dollard
   a) Board Members Present: Mark Dollard – President, and Jeanette Hackney – Secretary, Absent: Mike Wiggins – Vice President
   b) Homeowners Present: Dave Valentich – Unit B & C
   c) Management: Tina McFarlin – Regional Vice President with ACCU

II. Owner Forum: David Valentich just wanted to chime in and listen. Jeanette Hackney stated that the lights on the building are out.

III. Actions outside the Board Meeting:
   a) Approval of September 19, 2023, Board Meeting Minutes
   b) Approval for 2023 Tax Returns Engagement Letter

IV. Ratification: Jeanette Hackney made a motion to ratify the Meeting Minutes from September 19, 2023. Mark Dollard seconded the motion, the motion passed unanimously. Mark Dollard made a motion to ratify the approval of the Tax Engagement Letter for 2023 with Decker & Associates. Jeanette Hackney seconded the motion, the motion passed unanimously.

V. Minutes: See above Ratifications.

I. Financials: Mark Dollard reviewed the year-end 203 financials. Mark Dollard reviewed the Balance Sheet and the AR Aging Report. AR Aging is current for the first Quarter of 2024. The Operating Balance as of today is $16,283.54, the Reserve Balance is $19,257.18 Mark Dollard made a motion to approve the 2023 year-end and January financials, Jeanette Hackney seconded the motion, the motion passed unanimously.

II. Managers' Report:
   a) Architectural Request – None submitted at this time.
   b) Violation Report - None at this time.
   c) Inspections are performed monthly by the Manager.
   d) Work Order - None at this time.
   e) Secretary of State: The Manager will follow up on this.
   f) The manager will assist the Board in reviewing invoices and assist with the portal log in.

III. Old Business:
   a) Recycling Update: The Association is under budget at this time. All trash & recycling containers should be in the garage, except the dumpster.
   b) Snow Removal: Mid-season update, Jeanette Hackney gave a report on the snow removal, there has not been enough snow to evaluate the situation. A contract will need to be in place for the next season.
   c) Filters & Bulbs: The light fixture sensors need to be looked at. Mark Dollard

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will look at finding a vendor. Filters have been changed out by Mark Dollard. He will be submitting a receipt for reimbursement.

IV. New Business:
   a) Landscape Proposals – No additional bids are requested as the current landscaper is doing great, the trees were not included.
   b) Power Washing & Window Cleaning – Dates will be in June and an eblast will go out regarding this.
   c) Taxes – 2023 Engagement letter signed for Decker & Associates.
   d) Reserve Study, the Association will have to perform a level 1 Reserve Study with current law, CCIOA. The smoke detectors should be hard-wired in the building. IF you are missing a carbon monoxide detector and/or a smoke detector, it is recommended that you purchase a combination.

V. Adjournment: Jeanette Hackney made a motion to adorn the meeting at 3:26 pm, Mark Dollard seconded the motion, the motion passed unanimously.

VI. The Next Meeting Monday, May 20, 2024, at 3:00 pm via zoom.

Minutes respectively taken by ACCU on February 26, 2024
By: Tina McFarlin, Regional Vice President

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