

**THE ROANOKE CONDOMINIUMS HOA INC.**

**BOARD OF DIRECTORS MEETING MINUTES**

**HYBRID MEETING- ZOOM AND CLUBHOUSE. FEBRUARY 28-2022**

**I. CALL TO ORDER:** A QUORUM was met. The meeting was called to order at 7:30pm by Lyda Arévalo-Flechas , President Board of Directors

**MEMBERS PRESENT:**

Lyda Arevalo PhD, RN.- President  
MariAnne Clark- Vice-president  
David Henkes M.D.- Treasurer

1111 - 603 - 605 - 801 - 401 - 402 - 1105 - 1110 - 707  
Judith Hunt- Secretary  
Chris Gordon- Member at Large  
Melissa Espino  
Avid Management

**HOMEOWNERS PRESENT:**

**II. PREVIOUS MINUTES:** A motion was made by MariAnne Clark to approve the JANUARY-2022 minutes. Motion was seconded by Chris Gordon. With all in agreement **MOTION CARRIED TO APPROVE**

**III. TREASURER FINANCIAL REPORT:** \$20,000 were moved to Reserves as approved in the Jan. meeting. Reserves are at \$23,023; Broadway Bank CD has a \$57,636 balance and Operating account is at \$59,203. The entire budgeted amount of \$7036 for tree trimming for the year was spent. Considering the pre-paid \$12,000 dollars for insurance, the HOA expenses are currently over budget.

A motion was made by David Henkes to approve the **January 2022 financial report**. Motion was seconded by Judith Hunt. With all in agreement **MOTION CARRIED TO APPROVE.**

**IV. OPEN FORUM:**

**1111 & 1110:** Request discarding the pergolas wood stacked by building 11 6 months ago. Owners report nails and debris get stuck around the wood. The sight of wood piles is not helping to rent or sell units.

**801** stated he feels everyone should not pay the same amount on a special assessment. He questioned why someone with no balcony should pay an assessment that includes work on balconies. A conversation prior to the meeting was understood by this owner as the President stating that owners who don't like it can sell. 401's owner voiced agreement.

**1105** Requested to know if the square footage of a unit includes the balcony area and the garage area.

**707** requested a date to have her balcony fixed. Owner stated she has been waiting for more than 2 years after it was approved by the Board.

**402** Reported that the privacy fence on the back of the property is about to collapse and requests to know when it can get fixed.

**V. EMAIL DECISIONS TO BE RATIFIED:**

**1. 2-2-2022** Lyda Arevalo made a motion to fix the staircase by unit 208 for the cost of \$1165, Marianne Clark seconded. Judith Hunt and Chris Gordon voted yes, no response from David Henkes. With 4 votes in agreement **MOTION CARRIED TO APPROVE.**

**2. 2-2-2022** MariAnne Clark made a motion to approve the proposal for gutter cleaning and complete work

after March 15. Lyda Arevalo seconded, Judith Hunt and Chris Gordon voted yes, David Henkes suggested to postpone work to be included with special assessment works. With 4/5 in favor **MOTION CARRIED TO APPROVE**

**3. Dan's Affordable Plumbing (\$ 166.10).** Payment to repair a broken faucet and install a vacuum breaker by the pool by unit 604 . Emergent work to repair a water leak was approved.

Judith Hunt moved to ratify all email decisions, MariAnne Clark seconded and with unanimous agreement **MOTION CARRIED TO APPROVE.**

## **VI. OLD BUSINESS:**

1. **Roof leaks.** 403 pending. Northwest roofing still not responding to calls or emails.

103 RB&B remodeling inspected on Feb 16. Decision on next step deferred to Executive Session.

Lyda Arevalo moved to initiate legal proceeding against NORWEST ROOFING to reimburse for paid work not completed and work under warranty not addressed. Judith Hunt seconded. Discussion about if refund sought is lower than attorney fees . With all in agreement **MOTION CARRIED to APPROVE.** Melissa Espino will contact the Crist Law Firm to provide documentation.

**2. Hot Tub.** Estimate for \$900 for diagnosis of the leak only was received. It was suggested to survey homeowners to get input on the idea of turning the hot tub into something else like a rock garden or planter. Repair will be very expensive for an issue that has been ongoing for years. Board to design the survey and sent via e-blast by AVID.

**3. SAWS** Pending. Waiting to hear from a sprinkler system company to get an estimate to fix zone one. Then SAWS inspection and evaluation for credit for shutting down 4 zones can be scheduled.

**4. 1106 – Insurance payment-** Check for \$10,965 was mailed by AVID 2-22-2022. It has not been cashed.

**5. Clarification on balconies and pergolas as COMMON AREAS.** Attorney's response: The HOA is responsible for the repairs or replacement of these common elements. Attorney's opinion will be available in the office in the Clubhouse by owners upon request.

**6. Fines for violations.** Proposal for new violation fees will be presented during a special meeting. The bylaws indicate owners vote at a special meeting is needed

**7. Access to Common areas.** The Bylaws Chapter 6.3 and 8.1.17. indicate that **owners have the duty to grant access** to units and common areas for maintenance.

**8. AAM response:** Alleged insurance overpayment. An email was received offering to split in half the cost of their overdraft mistake. The Board maintains its position that the HOA paid management fees that included off-boarding procedures.

**9. Special assessment update.** The Board receive the attorney's opinion that per our governing documents, the board has the right to levy a special assessment without the need for owners voting. The only time the board requires the homeowners vote is when the monthly dues need to be raised above 20% in any given year. The HOA's attorney email is available for review upon request.

**10. New gate codes** and registration of cars' license plates. AVID reported most of the homeowners have already submitted their forms. The due date to submit forms was February 18. The cleanup of all codes is scheduled for March 15. Pending: Research on the cost of placards vs. stickers for vehicles so they can be easily identified.

**11. Status of water leak in unit 303 –** AVID reported: homeowner has been informed for over a month about this leak. since we have not received the repair reports by a licensed plumber and water continues to soak the foundation of building 3, a letter from the HOA's attorney will be mailed with a deadline that if not met authorizes AVID to schedule a certified plumber and proceed with repairs.

**12. Balcony repairs. 603 & 605.** The original estimate for 603 was for \$11,400 dollars. After inspecting the attic for roof leaks, it was discovered that the area affected and being replaced will not need to have the roof repaired so the final cost will be lower. 605's balcony turned out to be a complete rebuilt. All the beams were completely rotted, the structure should have had 2 more wood pillars, and a 3-inch concrete slab (>3,000 pounds) was cracked. CURRENT City code does not allow for concrete slabs to be supported by wood beams, therefore a much lighter (<500 pounds) composite wood flooring option had to be implemented. These modifications added \$8,150 to the original estimate.

**13. String lights** for swimming pool area. Lyda Arevalo will coordinate purchase with AVID.

#### **VII NEW BUSINESS:**

1. 602. Leaking skylights RB&B Remodeling to give estimate. We should be getting an estimate on the week of March 1<sup>st</sup>.
2. Water leak at pool pump room. The leak was reported and taken care of it within 3 days.
3. Repair to balcony building 7. This repair was approved by the previous Board more than two years ago but there was no action to initiate the repair. At this time RB&B considers a complete rebuilt is needed. Judith Hunt made a motion to start the repairs on this balcony, Marianne Clark seconded, Lyda Arevalo voted yes, David Henkes and Chris Gordon ABSTAINED. With 3/5 votes in favor **MOTION CARRIED TO APPROVE.**
4. Marianne Clark moved NOT to move additional \$20,000 to reserves because that money is needed to repair 707's balcony, a structure presenting IMMINENT DANGER to residents. Judith Hunt seconded, Lyda Arevalo voted YES, David Henkes voted NO, Chris Gordon ABSTAINED. With 3/5 votes in favor **MOTION CARRIED TO APPROVE.**

#### **VIII EXECUTIVE SESSION**

- 1- Long overdue accounts to be sent to attorney for collection.  
XX3 Avid is talking to homeowner, checks were still being send to AAM 4 months after transition to AVID .  
XX5, XX3, and XX3 sent to the attorney's office.
- 2- Special assessment calculations – AVID to provide projections by percentage of ownership for \$400,000 to be collected over the 24 months by Friday March 4th. David Henkes voiced his desire to have a third option mentioned in the attorney's letter implemented. Lyda Arevalo suggested that he design his proposed cost sharing among owners on a percentage basis and present to the Board.
- 3- Newsletter to include what 20% assessment increase for 2022 and 2023 would look like.
- 4- Unit 103 – The roof inspection by RB&B revealed 5 leaks. The contractor made a statement about NO previous roof work done except for Kilt application. The estimate for repairs of ONLY 103's roof (Not Building 1 entire roof) is \$15,000. After discussing the lack of HOA funds to repair, Chris Gordon made a motion to file an insurance claim with the HOA's insurance. David Henkes seconded and with unanimous agreement **MOTION CARRIED TO APPROVE.**

#### **IX NEXT MEETING: MARCH 21st at 7:30PM. HYBRID**

**X. ADJOURNMENT:** The meeting was adjourned at 9:48pm.