

**CAMELOT TOWNHOMES, INC.**

**Board of Directors Meeting**

**Tuesday, April 30, 2019 at 6 PM in the Party Room**

**In Attendance:**

Barbara Lewis, President

Jay Dea Brownfield, Secretary

Rick Gleichauf, Treasurer

Rhonda McCay, Board Member

Claudia Marrufo, Board Member

Bill Maynard, Vice-President (absent)

Bob Niland, Board Member (absent)

Rebeca Padilla, On Site Manager

Karen Pharr, Hiatt, Pharr & Assoc

Barbara recognized Sylvia Garcia #187. She is concerned about the weeds growing in the rocks behind the townhomes. Maintenance has this clean up on their schedule. It is on the schedule. Sylvia is also concerned about the cracks in the concrete in the cul de sac and blowing trash from the trash bins into the arroyo. The maintenance crew has the sealant and will be sealing the cracks.

A quorum was established. Meeting was called to order by president, Barbara Lewis at 6:04 PM

The board meeting began with a motion to accept the Consent Agenda. The motion was seconded and passed.

**Cliff Hanger Committee – Rhonda McCay**

Julie Jordan, Sandy Messer and Rhonda McCay are still working with G & G and hope to have a proposal by the next board meeting.

**Roof Committee – Erika Saenz**

Erika reviewed the quotes and past work done by JACE and presented some concerns to the board and management regarding the codes and permits. Management has received copies of the warranties and

the permitting explanations from Jace and has updated the roof log spreadsheet. Proposed roof replacements are for Building 4 (partial), 3 and 12 at a cost of \$59,455 which has been budgeted for 2019. It was moved, seconded and passed to go forward with the proposal presented by JACE. The motion passed.

### **Design Committee – Rhonda McCay**

The purpose of the committee is to update the overall look of the complex because it is aged. The committee met the first week in April and an invoice has been submitted for the office design and waiting area (\$1500). Party room will be done next year. It was moved, seconded and passed to pay the invoice once a detailed plan was presented.

### **Resident Care – Vona VanCleaf**

Responses from the residents are coming in and a morning coffee will be planned soon.

### **Financial Report – Rick Gleichauf**

Rick Gleichauf presented the financial report as of March 31, 2019. A new forecast has not yet been done as if it is too early in the year. It was moved, seconded and passed to accept report ending 3/31/19.

### **Business –**

1. Façade project update - The project is finished. A change order invoice was submitted for \$480.00 for some extra work that I completed. The board agreed to pay the change order expense.
2. EXIT gate update - A new contractor was called to check on the main gate problems. He found problems with the exit gate motor. The estimate for repair is \$1891.13 to include the motor, belt and fire sensor. GM Services also submitted a quote to maintain the gate system with two times a year visits. A motion was made to accept GM proposal to so the repairs and also the maintenance of the system and terminate Miguel for the gate system upkeep. The motion was seconded and passed. Miguel will still handle the wifi for the camera program. The cameras are working well.
3. Rebeca reported that she has talked to the fire captain regarding application and process for the knox box. It was moved, seconded and passed to continue with Knox Box installation. Main gate will remain open Monday-Friday from 6:45-9:00 am and 7:30-10:00 am on Saturday. Miguel made that schedule change in the system today.
4. Swimming pool – OPEN! Claudia Marrufo agreed to be the pool committee chair.
5. Gas line – moved to Executive session

6. Replacement of valves for the round table will be \$8080.00. Replacement valves in townhomes area with shut off capability will be \$5815.00. Both amounts were moved, seconded and passed. It will be charged to the valve replacement capital expense in the budget.
7. We are having problems with security codes (cards) for the swimming pool and laundry room. We have estimates for repair or replace. REPAIR – Unitech \$1107.73, Security Pros \$2640.22 REPLACE – Security Pros \$8500. New cameras for pool area \$2187.00. The board requested that these quotes be itemized on one sheet for easy comparison and deliberation. Management agreed to do that for the next meeting.

**The meeting adjourned to Executive Session – 6:50 PM to review delinquent accounts and any other matters of a legal or confidential nature.**

**Reconvene - 8:09 PM**

1. A motion was made, seconded and passed to approve the request to install river rock behind Unit #143
2. A motion was made, seconded and passed to send a violation letter to the owner of Unit #192 regarding dog feces on patio.
3. A motion was made, seconded and passed to send a letter to owner of Unit #38 regarding the barking dog

**Adjourned at 8:10 p.m.**

**Respectively submitted,**

**Jay Dea Brownfield**

**Secretary**