



**Anchorage West Condominium Association
Board Meeting
April 2, 2024 3:00 PM**

MINUTES

- A. Call to Order
- a) The meeting was called to order at 3:06
 - b) Meeting attendees included:
 1. Jim Sebben, President
 2. Melissa Barrett, Vice President
 3. Bruce Douglas, Treasurer
 4. Tim Aylott, Director
 5. Angie Falco, Unit 104 & 81
 6. Kevin Lovett, SRG
 7. Steve Wahl, SRG
 - c) Quorum was met.
- B. Owners Forum
- a) The meeting was posted on the HOA website in advance of the meeting.
 - b) There was no owner discussion.
- C. Review and Approve Minutes from 11/17/23 Pool/Hot Tub Strategy Board meeting.
- a) The 11/17/23 meeting minutes were distributed to the Board members in advance of the meeting.
 - b) No revisions to the minutes were requested.
 - c) A motion to approve the 11/17/23 Pool/Hot Tub Strategy meeting was made by Bruce Douglas, the motion was seconded by Tim Aylott and approved unanimously.
- D. Financials
- a) Year to Date – February 29, 2024
Feb. 29, 2024 close financials report that we have \$15,543 in Operating and \$55,440 in reserves.
February financials report \$266,596 of actual YTD expenditures vs \$266,851 of budgeted expenditures resulting in expenses being \$255 under budget to year-to-date.
Areas of significant expense variance

502 Gas Expense	\$4,837 under budget
515 Building Maint;	\$3,032 under budget
535 Pool maint;	\$2,735 under budget
540 Snow Removal	\$10,446 over budget
Heavy snow year with multiple snow clearing days	
570 Property Taxes	\$1,086 over budget
635 Contingency	\$4,610 under budget

All reserve transfers have been made YTD
\$0 in 30+ days dues are overdue, there is \$7,446 in prepaid dues.
Accounts Payable balance is \$10,375, \$5,903 of this is a current invoice for Tech One
 - b) 2024-25 Draft Budget
 1. A draft budget was prepared by SRG and sent to the BOD in advance of the BOD meeting.
 2. The draft budget included a 5.04% overall operating expense increase over 2023-24.
 3. The draft budget showed 5.21% dues increase over 2023-24 (\$33/unit/month increase)
 4. After the draft budget was sent to the Board, the 4/1/24 insurance renewal was signed. This included a higher than anticipated premium increase.
 5. The adjusted draft budget operating expenses changed to a 6.04% increase.

6. Adjustments were made to the draft budget for the actual 4/1/24 insurance renewal and an increase was estimated for the 4/1/25 renewal. These two adjustments were made to the insurance line and an adjustment was made for a 10-month dues increase since the budget is not ratified until the July 2024 annual meeting.
 7. The recalculated budget resulted in a \$665/mo dues rate. This is a 6.4% increase over 2023-24 or \$40/mo increase.
 8. The Board was reminded that unless 51% of the owners reject the Board Approved Budget, the Board Approved Budget is automatically ratified. Budget ratification will be done at the annual meeting.
 9. A motion to approve a \$665/mo dues rate was made by Melissa Barrett, the motion was seconded by Jim Sebben and approved unanimously.
- c) Reserve Budget
1. The Reserve Budget was updated for all actual spending in 2023 and the 2024 opening balance was updated.
 2. The hot tub project will result in a Special Assessment. Cona Engineering should be providing information for an RFP soon so we can go out for bids and determine a project cost.
 3. Not including the hot tub project, there is \$22,000 of reserve spending planned for 2024. \$100,000 was put in the reserve budget for the hot tub as a planning tool estimate.
 4. 2024-25 planned capital projects include metal fence painting, pool cover replacement, boiler flame ignitor, zone valve inventory purchases, boat lot fence repairs.
 5. The planned 2024-25 YE reserve budget balance is \$92,608.
- E. Ratify Board Actions via email.
- 7/24/23 Annual Meeting Minutes Approval
 - 8/31/23 Plowing Contract Approval
 - 8/31/23 Carport Seal Approval
 - 9/15/23 Renter Pet Approval
 - 9/20/23 Roof Drainage Approval
 - 11/8/23 Special Meeting Date Approval
 - 11/22/23 Owner Pool Message Approval
 - 1/2/24 2024 Meeting Dates Approval
 - 1/25/24 Lower North Expansion Tank Approval
 - 3/4/24 Insurance Renewal Approval
 - 3/5/24 #126 Remodel Approval
 - 3/27/24 Tree Treatment Approval
- A motion to ratify the board approved actions was made by Bruce Douglas, the motion was seconded by Jim Sebben and approved unanimously.
- F. Old Business
- a) Projects 2024
1. Capital Projects
 - (1) Hot Tub – Scope to be finalized, Bids procured, Special Assessment determined.
 - (a) Checking with Cona Engineering on status of this.
 - (b) Need to get an RFP prepared and send to three contractors.
 - (c) Assess owners.
 - (d) Start the construction.
 - (2) Metal Fence Painting
 - (3) Carport Upper Boat Lot Water Proofing
 - (a) The seams were done in 2023.
 - (b) This may or may not need to be done in 2024 depending on leaking.
 - (4) Pool Cover
 - (a) TBD, the pool may not even open due to the hot tub project this summer
 - (5) Boiler Flame Ignitor
 - (a) Funds were set aside just in case an ignitor goes out.
 2. Operation Projects
 - (1) Spring Cleanup
 - (2) Touchup painting

- (3) Pool, will not open until hot tub is completed.
- (4) Concrete Items
 - (a) Spalling repair around the new drain pan at the top of the steps.
- (5) Roof Inspection
- (6) Fireplace/chimney clean & inspections
- (7) Carpet Cleaning

G. New Business

- a) 2024 Annual Owner Meeting; 7/20/24 @ 9:00 am
 - 1. This will be a Zoom only meeting.
 - 2. Send annual meeting notice including Board Approved budget.
- b) Property Management Agreement Renewal
 - 1. This is renewed in June.
 - 2. A 3% increase has been built into the budget.
 - 3. Kevin will send a proposed agreement to the BOD.
- c) Tony Scalise recently sold his home and resigned from the Board.
 - 1. The Board appointed Angela Falco to the Board.
 - 2. A motion was made to have Angela Falco fill the remainder of the open Board term by Melissa Barrett, the motion was seconded by Jim Sebben and approved unanimously.
 - 3. Angela will fill the remaining term of Tony's position. This term expires at the 2024 annual meeting.
 - 4. Angela will be nominated to serve an additional term at the annual meeting.
- d) Board Discussion
 - 1. The Board reminded SRG that the gas hedge should be reviewed again. The current hedge is in place through Jan. 2025/
 - 2. There was discussion about the Comcast renewal. Should the HOA continue with TV service? Can they save \$30k by dropping TV. Many owners and guests now have their own subscriptions for TV, movies and sports which just require internet service. The current Comcast agreement does not expire until 3/31/26. This will be reviewed at a later date.
 - 3. Bruce reminded SRG that the lawn sprinklers did not adequately cover the area by the north end of the lower lot by the metal stairs. This needs to be better tended to this summer to avoid a big brown area of lawn.
 - 4. There will need to be another Board meeting to discuss the hot tub scope/rfp when this information is available.

H. Next Meeting Date

- a) Pre-Annual Meeting BOD meeting scheduled for July 15, 2024 @ 2:00

I. Adjournment

The meeting was adjourned at 4:02