

**MINUTES**  
**22 STATION OWNERS' ASSOCIATION BOARD MEETING**  
**July 20, 2022**

**Meeting Participants:**

<b>Name</b>	<b>Title/Affiliation</b>	<b>Present or Dialed-in</b>
Arthur Chiang	Board President	Dialed In
Jon Grant	Board Treasurer	Dialed In
Mike DeGross	Board Commercial Director	Dialed In
Amy Kylberg	PTH, Owner Exp Manager	Dialed In
	PTH, Asst Owner Exp Manager	
Christy Beck	PTH, General Manager	Dialed In
Michelle Smith	PTH, Asst. General Manager	
Ronnie Whitelaw	PTH, Maintenance	
Mike Martin	PTH, Building Services	
Shay Steffanich	PTH, Maintenance Coordinator	
Caroline Ross	Palisades Vil. Neighborhood Co.	Dialed In
Meredith Rosenberg	Homeowner, 5411	Dialed In
Caroline Vertongen	Homeowner, 4408	Dialed In
Celina Sanie	Homeowner	Dialed In

**Call meeting to order**

The meeting was called to order by Arthur and there was a quorum presents. Arthur noted the call is being recorded.

**Adoption of Agenda**

Jon makes a motion to adopt the agenda, Mike D. seconded, and it was approved.

**Approval of Minutes**

Jon made a motion to approve the minutes from June, Mike D. seconded, and they were approved.

**General Reports**

A. Management Presentation

- a. Introduced Amy Kylberg as new Owner Relations Manager
- b. Working on hiring an assistant owner relations manager
- c. Occupancy is slower than last year July but have hit budget. August is looking good with some groups and weddings. Other Alterra properties are seeing similar numbers.
- d. New front desk agents have started and are receiving training.

B. Commercial Presentation

- a. Commercial Corridor in full swing. Been a good start to early Summer. Restaurants doing well despite staffing.
- b. Tenant changes coming and will have more info on that soon. A number of re-locations in the village so there will not be any unoccupied spaces in the village this coming winter.
- c. Several beneficial events in July

C. Financial Presentation

- a. Alice was out of town. June financials are not available to review.
- b. Morgan Stanley account has about \$2million. About 25% is invested in CDs – one of those worth \$150K matures in 6 days and pending other items we can re-invest.
- c. Delinquent accounts – Alice was out of town so we will have an update at the next meeting
- d. Energy trends
  - i. Electric
    - 1. Usage has increased a bit as the weather got warmer through the month
    - 2. Rates have declined slightly
  - ii. Propane
    - 1. Usage is at seasonal average.
    - 2. Cost per gallon remains high, causing above average expense.

D. Maintenance Presentation – Ronnie was out so we do not have an update for this meeting.

E. Pending matters

- a. Reserve Fund Borrowing– Have had a number of major expenses paid in June or July (water/sewer and insurance) and accrued throughout the year. No action necessary at this time. This will continue as a pending matter.
- b. Energy Tariffs with Liberty Electric- PUC has not rendered a decision yet. We will not know if there will be a need for a special assessment or regular assessment increase until new tariffs are communicated.

F. New Business

- a. Gutters – Jon made a motion to approve quote for the rain gutter repair for building 4 for \$8K, seconded by Mike D. and approved by the board – to be paid from the reserve fund.
- b. Nomination for Kathryn Luhe as inspector of elections was made by Jon, seconded by Mike D. and approved by the board.
- c. Flooring application for Unit 5-306 – Jon made a motion to approve the application for new flooring in unit 5-306, seconded by Mike D. and approved by the board.

G. Open Forum

- a. Owner of unit 4-208 noted comments she had sent to Amy and the Board in an email.

Meeting Adjourns