

22 STATION OWNERS ASSOCIATION MINUTES OF DIRECTORS MEETING

Tuesday, February 20, 2024 @ 4:30pm

| Name | Title/Affiliation | Present or Dialed-in |
|--------------------|---------------------------|----------------------|
| Arthur Chiang | Board President | Dialed in |
| Jon Grant | Board Treasurer | Dialed in |
| Mike DeGroff | Board Commercial Director | Dialed in |
| Michelle Smith | PTH, General Manager | Dialed in |
| Stacia Lange | PTH, Property Manager | Dialed in |
| Ronnie Whitelaw | PTH, Maintenance | Dialed in |
| Mike Martin | PTH, Building Services | Dialed in |
| Shay Steffanich | PTH, Owner Experience | |
| Caroline Vertongen | Homeowner | Dialed in |
| Tom Pollard | Homeowner | Dialed in |

- I. Quorum present, Arthur calls meeting to order.
- II. Jon motions to adopt the agenda, Mike seconds and this is approved 3-0.
- III. Jon makes a motion to approve the December 20th, 2023 Regular and Executive Session and the January 17th, 2024 Executive Session minutes, Mike seconds and they are approved 3-0.
- IV. Executive Session Summary – Discussed contracts and a legal issue.
- V. General Reports
 - a. Finance Presentation
 - Jon motions to acknowledge receipt and review of the November and December 2023 financials as prepared by McClintock, Mike seconds and this is approved 3-0.
 - Delinquent accounts
 1. Report is current as of 2/14/24, just prior to the Q3 assessments coming due.
 2. 6 owners are 1Q delinquent, all have been communicated with.
 - 4 of these are due to short paying their assessment bills, they need to adjust their Bill.com auto pays, info was provided to these owners on how to do so.
 3. Collection accounts update – Only option for collections at this point would be in the courts. Otherwise amount \$17K need to be written off to bad debt. The Association will owe Allied Collections \$833 for their efforts to date.
 - Energy trends- nothing of note to report.

- VI. Maintenance presentation
 - a. Still having some temp issues with the tubs as the new BMS system works to calibrate and adjust, but this is significantly improved.
 - b. PowerCom our, alarm monitoring company came out last week with L&H to tie the alarm monitoring to the BMS system.
 - c. PT working through HVAC infrastructure issues log, some work will need to be outsourced.
 - d. Will be seeking proposals for some gutter repairs and additional roof repairs in the spring.
- VII. New Business
 - a. Jon motions to approve a \$4,435 proposal from Rex Moore to replace an air handler drive associated with the HVAC system, Mike seconds and all vote to approve 3-0.
 - b. Consideration of Draft Communications to Owners Using USPS Mail or 3rd Party Delivery Policy
 - Jon motion to approve posting this draft policy to owner, Mike seconds and this is approved 3-0.
- VIII. An open forum was held

Adjourn Meeting to Executive Session