

August 13 Townhome Association Board Minutes

In attendance; Ken D'Anastasio/ President, Buddy Perrin/Secretary,Treasurer, Susan Davis/Director at Large, Glenda Copeland/Director at Large, Brittany Pinto-Williams/Silverleaf Property Manager, Kurt Little/Bouvier Insurance

Meeting opened with a quorum

Business/Financial Review;

Kurt Little from Bouvier Insurance presented the Board with an insurance policy that covered Townhome Homeowners Policy's and BOD policy's – Bouvier Insurance specialty is community association insurance – they presently insure over 2000 associations and communities – they are underwritten by Middle Oak, McGowan Federal and Chubb – the proposed policies will cover November 8th 2020 through November 8th 2021 – their policy quote of \$90,504 is considerably less than the State Farm policy presently in force - discussed was deductibles and additional coverage options that the Board was not receiving from the State Farm policy – our insurance renewal date of Aug 15th for Board D&O was discussed as well as the umbrella policy, D&O policy, general liability, fidelity and crime policy's – Ken D'Anastasio motioned that we adopt the insurance coverage from Bouvier for umbrella, D&O and fidelity and crime – motion was seconded and passed unanimously

Review of June Minutes – approved and posted

Townhome financial review;

Balance sheet looks good – revenue and expenses had no outstanding variances – comments on line items for variances include waste removal, townhome repair and Cy repair are all significantly under budget-

Review of Neighborhood Board meeting;

Ken D'Anastasio was elected to Board President at the July 21 Board meeting – discussion at that meeting included an update on the pool and fitness center – pool remains open and fitness center is closed due to lack of personnel to maintain daily and regular operational hours sanitization – discussed fall landscape plantings and irrigation repairs –

Property Managers Report

Leasing program are well under the mandated capacity requirements – discussed the Townhome work order updates and status – discussed the A/R and Aging reports – that discussion is in the executive minutes for Board members only –

Update on State Farm Supplemental Claim project;

Phase 1 & 2 for gutters and garage doors are complete – the Board also budgeted for down spouts, splash guards and gutter guards for Bldg's L,M&N – Bldg X got replacement downspouts – Phase 3 metal roofs is progressing with the approval of the satin black metal material – its on order and will start

installation as soon as material arrives – we will install a trial metal roof on 2323 EIC for proper architectural design compliance and upon approval will install black roofs on all the units and replace the architectural wood on those roofs that require them and paint the green and gray roofs to match the doors and shutters

New Business

Susan Davis submitted a rough draft of the New Resident Handbook – Board members will read, edit as necessary and give feedback back to Susan for the final draft

Walkways is in need of pressure washing – Board has received quotes from several vendors – TBD

Board discussed open board position – email blast to residents inquiry for new board applicants

Discussed Pinkard architectural review design request – to be determined

Meeting adjourned