

**CAMPUS WALK HOMEOWNERS' ASSOCIATION  
BOARD OF DIRECTORS MEETING  
MINUTES**

**DATE:** February 13, 2013  
**TIME:** 5:00 p.m.  
**PLACE:** Study Lounge

**CALL TO ORDER:**

The Meeting was called to order at 5:00 p.m. by President, Donna Catalano who turned the meeting over to Mr. Carter, Treasurer to conduct.

**ROLL CALL:**

Donna Catalano, President	Jeff Lascale, Vice President
Dick Carter, Treasurer	Daniel Boss, Secretary
ABSENT: Pam Farris, Member at Large Management Representative:	Debbie Tolton, John Price

**QUORUM: (3)**

A quorum must be present to conduct a lawful meeting. Quorum was established with the attendance of four (4) Directors.

**GUEST SPEAKER :**

Representative from Southwest Roofing Consultants, Inc. - Tim Schaefer attended the meeting via teleconference.

- Reviewed submitted proposal for services provided on final inspection.
- Mr. Schaefer confirmed he had received the list of the Board's concerns.
- Mr. Schaefer admitted he was not familiar with the defect lawsuit.
- Mr. Schaefer stated that pooling / ponding was not a major issue with the installed membrane system. This is the most effective material, ideal for this type of roof. Explained the difference of pooling / ponding.
- Mr. Schaefer stated the final inspection would consist of: drains – confirm sealed correctly and are secure; ensure they were installed as detailed in the contract. All seams will be examined.
- Discussed core test which was done on the roof approximately 3 years ago. Confirmed that a 50x50 core test is sufficient.
- Scott Vixen will perform the inspection. He is very familiar with the TPO system.
- Inspection can be scheduled next week. Will coordinate with Nautilus, Red Mountain Roofing and Cadden.
- Manager to confirm with Mr. Schaefer once the contract has been reviewed and approved.

Representative from MacGray Laundry Services – Stacy Weaver

- Ms. Weaver reviewed proposal. Reflects her recommendation for size of the property and unique location and demographics. Seasonal 9 months vs. 12 months
- Reviewed pros and cons for new machines vs. refurbished machines.
- Reviewed ChangePoint feature which will give residents the flexibility of using credit/debit cards in addition to coins.
- Reviewed program which will allow residents to view on their smart phones the status of the machines; ie., available, time remaining on cycle, etc.
- Installation can connect with current internet ethernet in the HOA office.
- Maytag is the brand of machines. Will take 4-6 weeks to install new machines. Can schedule in the summer. Refurbished machines take approximately 2 weeks.
- Ms. Weaver will send a copy of the contract to the Board to review.
- Energy Star efficiency is much higher on new machines then on older Energy Star machines.
- Ms. Weaver will forward Energy Star Calculator which can calculate usage using actual numbers.

### **APPROVAL OF MINUTES OF LAST MEETING:**

- **MOTION:** to approve the Minutes of the regular Board Meeting of **January 10, 2013**. Motion was seconded. Motion passed unanimously.

### **TREASURER'S REPORT: Dick Carter**

#### **January Balances:**

Operating (US Bank)	\$ 10,142.77
Petty cash	\$ 100.00
Reserve (US Bank)	\$ 68,259.02
Reserve (Alliance Bank)	\$ 1,000.05
Reserve (Mutual of Omaha)	\$201,432.47
Delinquent Fees	\$ 12,204.27
Prepaid Fees	\$ 8,037.04
Unpaid Bills	\$ -0-

- **MOTION :** to accept the Treasurer's Report for the period ending January 31, 2013. Motion was seconded. Motion passed unanimously.
- Several line items were over budget, but should be back on track.

### **MANAGER'S REPORT:**

The Board of Directors reviewed the written report of Manager's action items

### **ITEMS AS WARRANTED:**

- **MOTION:** to accept proposal submitted by Southwest Roofing Consultants to represent the Association in the final roof inspection in the amount of for \$3,500 to be paid from Reserves. Motion was seconded. Motion passed unanimously.
- Review of proposal presented by Mac-Gray. Further discussion tabled for March meeting.

- **MOTION:** to ratify the ARC approval for Unit 106 to install security door on the sliding glass door to match the color of the balcony and molding. Motion was seconded. Motion passed unanimously.
- Nautilus bid for repair of exposed wood (unit 229) for \$545 and replacement of deteriorating wood paneling by units 137/237 for \$1,410. Tabled until March meeting. Requested manager to solicit additional bids.
- On-site Maintenance schedule working 4 hours Monday, and 3 hours Tues, Wed, Thu, Sat approved. Manager to monitor.

**NEXT MEETING DATE:**

The next Board meeting to be held Thursday, March 14, 2013 at 5:00 p.m. in the Study Lounge.

**ADJOURNMENT:**

- **MOTION:** to adjourn the regular business meeting at 6:50 p.m.

Respectfully submitted by:  
Debbie Tolton, Minute Taker / Association Manager