

Overlook Townhome Association, Inc.

Board of Directors Meeting

August 28, 2019

A meeting of the Overlook Townhome Association Board of Directors was held at 6 p.m. at F3.

1. **Call to Order:** 6:01pm
2. **Roll Call:** All three board member were present André, Dan and Trish.
3. **Roofing project:** We went through all of the bids to decide who was best for our project and when we should try and get the job done (this fall still, next year or split it into doing three buildings this year and three buildings next year).

Roofing background: We have updated quotes from Capital Roofing, Sunlight and Tiley. We have quotes from last year from Turner Morris and Horizon. André contacted them both multiple times and they never sent updated quotes. André also contacted TCC and Umbrella but both were scheduling into next year. André tried calling S & H Roofing (Sandy and John provided their phone number) a half dozen times, no one ever answered except what sounded like a fax machine.

The board unanimously agreed on Capital Roofing for the following reasons:

- They are the only ones that are GAF master Elite certified (none of the other quotes mentioned certifications)
- They have best warranty by far – Silver Pledge which is a 50 year warranty with 10 years full labor (Sunlight and Tiley had 5 year workmanship warranties, none of the others mentioned warranties)
- They have a price guarantee (price quoted is the highest we will pay – no change orders - and if they end up with 2 squares/building or more left over they will refund us money back)
- A ridge vent is included in the quote which will improve roof ventilation and extend shingle life
- They can still get our roof done in September (vs waiting until next year)
- They quoted us a much better timeline to complete the entire job
- They had the best price of any of our other quotes after André worked with them on getting the initial quote down significantly (when you compare them equally - e.g., number of squares quoted, shingle type, roof vent or lack thereof, etc)
- We will get new step flashing with Capital, other companies were going to reuse our 20 year old step flashing or didn't mention it at all
- We will avoid an assessment by going with Capital Roofing.
- Capital Roofing has been available anytime

Roofing action items: André will contact Capital about either locking the price in for doing the job next year or options for doing it all this year. We will need to get account balances to see how much we have to spend on a roof and look at the reserve study to see what our year ending balance would be.

4. **\$5,000 Painting Project:** The board unanimously agreed to move this project to next year and use the money towards the roofing project. The board also agreed that if we absolutely need to do some touch-ups this fall that we (the board) could do this ourselves.
5. **"080 Fencing - Wood, Solid Bd for \$1,371" in reserve study:** We are still awaiting an answer from Eileen to what this is so we can decide if we can move this item to next year or not. (Original email sent June 12, 9:18pm to Eileen, the rest of the board was copied).
6. **Asphalt issue near A3 unit:** The board unanimously agreed to have Eileen get another quote because we all felt it should be fixable without a complete removal and replacement of the asphalt.
7. **Property management company bids:** The board unanimously agreed to ask Eileen for another month so we can get more quotes and weigh all of our options. We have one quote in and are waiting to hear back from three other companies.
8. **Irrigation:** The clock on Dan's building was set to water every day of the week multiple times, André reset it to water only on the correct days of the week. André checked the other clock and it's watering on the correct days. We will have to contact SHC landscaping to remind them that we would appreciate them not changing the irrigation clocks and that we are controlling our water usage.
9. **Adjournment:** 7:05pm