

**Minutes**  
**STILLHOUSE CANYON CONDOMINIUMS BOARD MEETING**  
**October 13, 2020**  
**6:00 pm**

1. Call to order (meeting conducted over Zoom video conference due to COVID-19)

Meeting called to order at 6:06pm by Marc

A) Attendees:

- i. Marc Duchen, President
- ii. David Greene, VP
- iii. Seth Klempner, Secretary
- iv. Carolyn Wright, Member at large
- v. Mike Hill, property manager, Granite Properties of Texas
- vi. Ashley Rodriguez, assistant property manager, Granite Properties of Texas

2. Reading and Approval of the September board meeting minutes

- A) Motion to approve the September 2020 minutes made by Seth, seconded by Marc, approved unanimously. Minutes will be sent to Granite for publication on the web portal.

3. Owner Comments/Recommendations

- A) CC Mullen #162, she emphasized no repairs have happened yet. She has sent the board and Mike videos of her not easily being able to get up and down her stairs due to lack of a continuous handrail. There is rot on her stairs. The railing is loose. Her staircase seems to be the focal point for rain and stormwater runoff. She feels the videos she sent to the board will demonstrate the severity of the problem. Mike replied that the board has already hired a civil engineer and the HOA is trying to get the stairs and the railing fixed as soon as possible. Mike assured CC that in the next 2-3 weeks repairs could start and that the repairs will happen within less than six months overall. CC appreciates being heard and thanked the board for trying to fix the issues. Granite will provide weekly updates to CC. Ashley will be setting up a calendar reminder so that she can keep CC in the loop each week.

4. Old business

- A) Review of drainage issue with #162, see above. The civil engineer's report to Mike and the board will be completed this week.
- B) Review of drainage issue building #3, Mike feels it would be best to hire a civil engineer to consult on the best solution for this area. The HOA's landscape company thinks building a small wall will be the best solution, but the engineer's input should confirm this. \$500-\$1000 would be the approximate amount needed to hire the civil engineer. Motion made by Marc to hire the civil engineer to consult on this issue at a cost of \$500-\$1000. Seconded by David. Motion passed unanimously. Mike will keep the board updated.
- C) Status of contract with Butler Industries. Schematics of the railings design, actual correct price, and total cost of the project were the minor updates that were made to this final contract. Carolyn and Mike worked on these updates together. The board felt it was best to pay \$250 to Bill Perkins to execute contract with Butler, as Bill is a licensed architect and we are using a standardized American Institute of Architects (AIA) contract, which is the norm on a project of this size/scope. Marc made the motion to pay \$250 to Bill Perkins to execute this contract. Seconded by Carolyn. Motion passed unanimously.
- D) Screened in balconies in relation to the railings project. At Stillhouse we have 35 screened-in balconies that are compliant with HOA rules. This means that the screen is in front of the railing

on the balcony side so that the railing can be accessed and maintained from the rear. There are 7 screened-in balconies that do not meet HOA rules. These screens are located behind the railing so there is no rear access and not enough room to work on the railings from the balcony side either. These enclosures are in violation of CP 27(2)(e). The railing modification cannot be done on these balconies without removing the non-compliant screens. The board entered into a lengthy discussion about who pays for the additional work needed to do the railings modification on screened-in balconies. The conclusion reached, for the compliant balconies, is to have the railing removed off the building, without interfering with the screened-in balcony. The railing modification will be completed on the ground and then reinstalled onto the balcony. This procedure leaves the screened in balcony untouched. The cost is about \$200 in extra labor per balcony, a total of approximately \$7,000. Mike recommends this railing removal procedure as preferable to removal/re-installation of compliant screens. As for the non-compliant screens, the board decided that it will pay a contractor to take them down so that the railing modification can be done on schedule but will not re-install them. If these owners want a screened-in balcony, they will have to install it at their expense and installation must be in accord with the HOA rules. Marc made a motion to have the HOA pay for costs to remove railings on units that have compliant screened-in balconies that conform with the HOA rules. Carolyn seconded motion. Passed unanimously.

- E) Mike will execute contract with HaasHT for the new gate system. This contract is for the new gate control system that the board voted to put in last month. Executing the contract, with a large down payment that covers the cost of the hardware, will allow Haas to purchase the system and get started on this project.
- F) Ashley reminded the board about the Yardi Condo Café demo that the board had in September. As of our October meeting the board has yet to decide if we want to purchase and utilize this software for Stillhouse. The main advantage of "Café" is better communication with owners and residents through the "Café" portal and their email/text notification system. Carolyn wants Phil to weigh in as he was interested in the capabilities of this software. David strongly feels that only 10% of our residents would actually use this system. Another zoom meeting will follow to ask questions to Granite. This will allow Phil to be part of the decision and for the board to ask questions to Granite about their ability to collect and input resident contact information. The viability of "Café" depends on having good contact information for everyone at Stillhouse and our residents actually using the system.

## 5. New Business

- A) Action items done over email since last meeting:
  - 1) On September 15, Marc sent an email about the ongoing drainage issue at #162. Marc made a motion to hire Gary Jones, a civil engineer, to investigate and make recommendations on how to fix these issues. The cost for Mr. Jones' work is between \$750-\$1200. Carolyn seconded. Seth and Phil also voted yes. Motion passed.
  - 2) On September 15, Marc made a motion to approve the Haas HT bid to replace our gate access control box at a cost of \$6474.25. Carolyn seconded. Seth, David, and Phil all voted yes; motion passed.
  - 3) On October 12, Marc made two motions; one to allow #226 to use PODs for moving in purposes for 5 days. This tenant may use parking spot #59 and a visitor spot. The second motion is for the tenant in #226 to have an emotional support animal that is over the association's weight limit by approximately 10 pounds. Seth seconded both motions. David and Phil were a yes vote on both motions. Motions passed.
- B) Marc made a motion to delay the most major budget discussions for a week. David seconded. Approved unanimously. Separate meeting to happen later with Phil's input. Marc is concerned about \$55,000 yearly that the HOA spends on unanticipated expenses/repairs to the property. Marc thinks we could possibly need anywhere between 3% (inflation) or up to 6% increase on

HOA dues for 2021. Marc's modeling indicated that the HOA could possibly run out of money in the reserve funds by 2025. Marc thinks we can proceed in 3 possible directions, first option is to do nothing and kick the problem down the road so to speak. Second option is to raise dues for 2021. Third choice is another special assessment in the future. Neely's Canyon HOA did option three during their recent railings project. The board will have a special budget meeting on Zoom during October to figure this all out and to formally set HOA dues for 2021.

6. Manager's Report

A) Financial report

September	2020	Total Income:	\$ 40,691.83
September	2020	Operating Expenses:	\$ 40,691.82
September	2020	Non-Operating Expenses:	\$ 2050.00
September	2020	Operating Account Balance:	\$ 13,591.85
September	2020	Money Market Fund Balance:	\$ 208,099.79
		Total	\$ 221,691.64

7. Adjournment

- A) Marc made a motion at 8:05pm to adjourn the meeting. Motion seconded by Carolyn, approved unanimously. Meeting adjourned. Next meeting will be November 10, 2020.