**Minutes**

**STILLHOUSE CANYON CONDOMINIUMS SPECIAL BOARD MEETING**

**October 6, 2020**

**12:00 pm**

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

Meeting called to order at 12:00pm by Marc

* 1. Attendees**:**
     1. Marc Duchen, President
     2. David Greene, VP
     3. Phil Rothblum, Treasurer
     4. Seth Klempner, Secretary
     5. Carolyn Wright, Member at large
     6. Mike Hill, property manager, Granite Properties of Texas
     7. Ashley Rodriguez, assistant property manager, Granite Properties of Texas
     8. Gary Jones, civil engineer, Eli Engineering

1. The board received a report from Gary Jones, civil engineer. Gary performed an analysis of water runoff issues at building #11, specifically, unit 162. Gary has prepared a 16-page detailed report of his findings and recommendations. His first recommendation is to remove and replace the “speed bumps” (which are actually water diversion tools) around building #11 to make them larger. This would help divert more water to behind the building and move the water away from #162’s stairs and front door area. Second recommendation is to combat water coming through the dry stack wall between buildings #11 and building #3. He further recommends demolition of asphalt and concrete in front of #162 and to regrade the area in order to better get water into the grate inlet and replace the current inlet with larger one and larger diameter pipe. Finally, he suggests, replacing the current pipe around building 11 at a steeper downhill grade to move water faster. Making all of Gary’s recommendations could cost approximately $10,000, according to Mike, this is only a very rough estimate. The board members will individually review the report and consider taking action at our next meeting. The overall concept here is not to solve every water runoff issue, but to cost effectively figure out what actions the board can take that would have the largest long-term impacts.
2. Marc made motion to implement the Condo Café software purchase from Yardi. The cost is $1100/ per year. Seconded by Carolyn. Motion passes unanimously. Ashley says it will take a few months to get the software up and running. The board has extensively discussed the merits and benefits of this software at previous meetings. This purchase is for a one-year time period, the board may revisit the benefits and the owner satisfaction with the software after the first year is up.
3. The board entered into a budget discussion. The board is tasked with setting HOA dues for the upcoming year. Marc started by expressing the points he felt were most important; the association spends more than it takes in each year, Stillhouse is an aging property, and that the association has unusual un-anticipated expenses that come from needed building repairs. Marc pointed out that the association pays for these expenses from a reserve fund. He said that in the last five years the association has only contributed $4500 to the reserve fund. There was discussion about at what pace the HOA should complete scheduled maintenance to each building. Marc said the board has a fiduciary responsibility to be prudent and responsible to the property and the ownership. Phil felt different than Marc about budget numbers and terms/categories. Phil very strongly felt that the association does not currently budget correctly and that if the board were to budget in his method that the budget would be balanced each year. Phil spoke to his accounting perspective being the best choice and smart move to make. The board discussed about how having a healthy reserve fund is required by most mortgage companies in order to finance a condo. This was confirmed by Ashley. Marc and David felt that a majority of owners were pleased with having a healthy reserve fund and some spoke to the healthy reserve being a factor in their decision to buy at Stillhouse. Mike reminded that board that unexpected expenses come to in waves, not at set intervals. Marc made a motion to raise HOA dues by 5.032%; which would be a $15 per month increase for two-bedroom unit, $7.50 for one-bedroom unit. Motion failed. Carolyn then made a motion for a 3.36% increase which is a $10 per month increase for a two-bedroom unit and a $5 increase for a one-bedroom unit, Seth seconded the motion. Seth, Phil, Carolyn, David all voted yes. Marc voted no. Motion passed. HOA increase for 2021 has been set at 3.36%
4. Motion to adjourn the meeting made my Marc at 1:35pm, passes unanimously. Next meeting is Tuesday October 10th at 6pm.