**Minutes**

**STILLHOUSE CANYON CONDOMINIUMS BOARD MEETING**

**November 10, 2020**

**6:00 pm**

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

Meeting called to order at 6:02pm by Marc

* 1. Attendees**:**
     1. Marc Duchen, President
     2. David Greene, VP
     3. Seth Klempner, Secretary
     4. Carolyn Wright, Member at large
     5. Mike Hill, property manager, Granite Properties of Texas

1. Reading and Approval of the September board meeting minutes
   1. Motion to approve the October 2020 minutes made by Marc, seconded by David. Motion approved unanimously. Minutes will be sent to Granite for publication on the web portal.
2. Owner Comments/Recommendations

(none this month)

1. Old business
   1. Building 11 drainage issue update. Mike is working with the civil engineer to connect with a contractor to price out the various improvement options. Mike has authorized JE services to add a continuous handrail to the stairs at unit #162, that work is happening this week. Board will be kept in the loop on prices, options, and all updates. The board will be making the next series of decisions over email during November and/or December.
   2. Building 3 work on dry-stack wall has been authorized, Mike has tasked David with checking on the progress of this work and the board will be updated.
   3. Railings project update; the work will begin at the end of November. Initial work will start at building 1 and progress sequentially. Letters are already going out to homeowners. These letters from the association explain the process and “nuts and bolts” logistics to owners so that they can be informed of what to expect during the railing modifications process.
   4. The associations’ new gate control system is waiting for an installation date. The expectation is that this project will be completed during November or December. Ashley will follow-up with the contractor, Haas HT, for updates.
   5. The association has formally approved the purchase of Condo Café software. Granite Properties will keep the board posted on the implementation timeline.
   6. The board received a demand letter from unit #150, the letter is with the association attorney, Connie Heyer, who will be drafting the formal response.
   7. The association will publish the next newsletter in January. The board entered into a brief discussion about physically printing newsletter versus publishing it via Condo Café system. That decision will be made a later date.
2. New Business
   1. Action items done over email since last meeting:
3. On October 21, Marc made a motion to spend $3031.00 to create a dry stack water diversion wall behind building 3 to move water around the building in order to prevent water from coming onto balconies at this building. The contractor for this work is Urban Landscapes. Seth seconded the motion. Yes votes received from Carolyn and Phil. Motion passed. Mike is arranging for the work to proceed. The board formally ratified this motion on November 10th.
4. On October 6, the board held a special meeting to set HOA dues for 2021. Those minutes will be published mid-November.
   1. On November 5 the association received notice via email that there was cigarette smoke coming from unit #116. David made a motion to send #116 a warning letter; the letter will indicate that if the board receives any other complaint, the board will automatically issue #116 a $400 fine. The letter will mention that this owner has cooperated successfully for seven months with the associations rules and that the association seeks continued cooperation. Carolyn will draft the letter and send it to Mike to be issued to the owner.
   2. Seth Klempner informed the board that he will not seek reelection to the HOA board. His term ends in February.
5. Manager’s Report
   1. Financial report;

October 2020 Total Income: $46,186.62

October 2020 Operating Expenses: $58,399.19

October 2020 Non-Operating Expenses: $2,050.00

October 2020 Operating Account Balance: $13,591.85

October 2020 Money Market Fund Balance: $195,203.17

Total $208,795.02

* 1. Hank Legan will be replacing Ashley Rodriguez at Granite Properties. Ashley is leaving the condo management business. Ashley has been an indispensable asset to Granite Properties and the association and will be greatly missed. The board wishes her well on her professional journey. Seth made motion to purchase Ashley a $100 gift card to thank her for her exceptional service. Motion was seconded by Carolyn. Approved unanimously. Mike will ask Granite employees what kind of gift card will be best for her and make the purchase.

1. Adjournment
   1. Marc made a motion at 7:00pm to adjourn the meeting. Motion seconded by Carolyn, approved unanimously. Meeting adjourned. Next meeting will be January.