

SUMMIT I CONDOMINIUM ASSOCIATION
Board of Directors Meeting
December 16, 2024
MINUTES

PRESENT: MaryJo Pinnell – President – Zoom
Russ Satake – Vice President – Zoom
Bart Nisonson – Director - Present
John Hutchinson – Director - Zoom
Pam Anderson – Director - Zoom

OTHERS: Sharon & Chuck Williamson - Managers

CALL TO ORDER

MaryJo called the meeting of the Summit I Board of Directors to order at 9:02 a.m.

ESTABLISH A QUORUM

A quorum was established with all directors present in person or by Zoom conferencing.

READ AND APPROVE 8-6-24 MEETING MINUTES

Prior to the meeting, Board members received the minutes from the August 6, 2024, Board meeting. **Corrections** – Russ asked that the minutes reflect that the Board did not approve the financial report as presented and that a majority of the Board abstained from voting. The minutes should reflect the fact that the financial statements were not approved as presented. With no other corrections or additions, ***MOTION: Bart moved to approve the August 6, 2024, minutes as amended and corrected, MaryJo seconded, and motion was unanimously approved.***

FINANCIAL REVIEW

Review Financial Statements: Board members received the reconciled November 30, 2024, financial statements from Pioneer West’s month end accounting and the updated December 14, 2024, financial statements from the current management. Chuck reported that while the bookkeeping received from Pioneer West was a bit sloppy and difficult to reconcile, there was no indication of illegal activity.

Chuck reviewed the financial statements and stated that they have not included a budget comparison due to the fact that they could not find an approved budget within their records. After receiving budget information from Russ, Chuck stated they will include the budget comparison for their month-ending statements. He reported that the budget received from Russ will be slightly modified as there are a couple columns that did not add properly. He stated the difference between the reports of November 30, 2024, and December 14, 2024, is that management has opened two new bank accounts at Idaho First Bank. After all transactions have cleared at Zions Bank, all Zion’s accounts will be closed, and management will use the First Bank Accounts going forward.

Russ updated those present and management on the Association insurance. He expressed that the total paid on the policy does not reconcile with the total expense expected. He asked that management verify that the insurance premiums have been paid in full. Chuck stated he would pursue verification with the insurance agent Sentry West.

Russ asked management how they will handle Accounts Receivable and past due accounts. Chuck stated that management will reach out to the owners before applying any penalties because he could not verify that all owner payments have been turned over from Pioneer West. Some owners have indicated that they have mailed their payments directly to the Pioneer West post office box rather than to the Summit I box in Sun Valley. Management has asked Pioneer West for any Summit mail received but had not heard back. Chuck asked about a collection policy and was informed there is a collection policy in effect. Chuck stated he would try to locate the policy within the Summit records.

Russ requested that management reconcile the amounts attributable and held in the following bank accounts:

Operational Checking
Capital Reserve Savings
Special Assessment Construction Account

Russ explained that after receiving all owner payments, the construction account should have sufficient funds to pay the contractor in full. The current accounts payable of \$21,138.24 are owed to the contractor at this time. It is anticipated that the final payment will be approximately \$55,000 in addition to the recorded accounts payable.

Raymond James Account: Chuck reported that a recent statement received for the Raymond James Account, asserted to have been closed, appears to be active with a balance of \$224.38. Russ stated the account was closed and that the balance was probably carryover investment profit not fully realized at the time of the account closure. John stated he will look into this matter and finalize the closure of the account.

OLD BUSINESS

Building Renovation – Chuck asked those present if the building renovations have been completed. Board members stated that the following items should be reviewed:

- 1) Painting of wood on exterior deck area between the buildings.
- 2) Paint appears to be chipping away from stucco visible from unit 2823.

Management was directed to ask residents if they have observed any issues and that a final inspection will need to be conducted.

Insurance Claim – Burkhart's Claim Status – After reviewing the water loss history, Management was directed to pay the final amount owed totaling \$23,138 and delivered to the Burkhart's legal counsel Lawson and Laski in accordance with their demand letter dated September 17, 2024.

Unit Inspections – Clarification of Purpose – Management requested clarification as to the intent and purpose of unit inspections performed by the Association. The Board informed management of the following:

- 1) The inspections are paid for by the Association.
- 2) The frequency during the winter months is once every other week for all vacant units.
- 3) Owners are contacted in advance of the inspections and asked if they are residing in their units negating the necessity to inspect their condominium.

- 4) The purpose of the inspection is to catch and prevent unit damage whenever possible. After discussion, Management recommended a review of incorporating moisture sensors into the freeze detection monitoring system.

Other - Annual Unit Maintenance Items reported by the Board include the following:

- 1) Dryer Vent Cleaning
- 2) Fireplace Inspections/Chimney Cleaning
- 3) Furnace Servicing

Maintenance Issues:

Handrail – Judy Fuller 2821 – Board members explained that Judy Fuller’s request was for the installation of a handrail on the exterior steps from the adjacent parking area near her condominium. Management will review and proceed as may be required.

Heat Tape Repair – Garage Sewage Lines – Management reported that the heat tape for the sewage lines at the north end of the garage had been cut. A portable heater was installed in the utility closet to prevent freezing. Management stated an electrician has been contacted to make any necessary repairs.

Garage Lighting – The garage entry light is out. Management will replace bulbs or repair as may be required. Board members reported that an electrical outlet in the garage has a loose connection and should be replaced by the electrician when he is onsite.

Trash Door Lock Issue – The trash container closet lock is in disrepair and will be repaired as soon as possible.

Trash Removal – New Clearcreek Disposal Requirements – Management reported that Clearcreek Disposal will no longer drive their truck down the driveway to pick up the trash containers. Trash containers will now need to be wheeled out for curbside pickup the night before and moved back in the following morning. This will affect the overall cost for trash removal services provided by the subcontractor.

Hallway Heater – 3rd Floor Near 2818 – It was reported to management that the third-floor hallway heater emits excessive noise from the fan and should be serviced or replaced.

NEW BUSINESS

Website Development – Russ asked if management had a schedule for developing a Summit I website. Chuck stated that he would try to have this in place by the end of January. Management will review the electronic files received to determine if all the information to be posted online is available, i.e. governing documents, rules and regulations, insurance policy information, financial and budget information, meeting minutes, etc.

SET MEETING SCHEDULE

The next meeting of the directors will be held on Tuesday February 11, 2024, at 9:00 a.m.

ADJOURNMENT

With no further business the meeting was adjourned by unanimous consent at 10:28 a.m.

Respectfully Submitted,

Chuck Williamson
Recording Secretary