

## WEST PACIFIC CAMPUS OWNERS ASSOCIATION, INC.

### Minutes of Annual Owner's Meeting

Date: Tuesday, December 1, 2021  
Location: Teleconference  
Owners Present: Wayne King, Neil Rauenhorst, James Henry, Roland John  
Owners by Proxy: Chris Ho provides proxy to Bill Sims, Bill Sims does not attend meeting.  
Diane John provides proxy to Neil Rauenhorst, Roland John attends meeting.  
Others Present: Hilary Swenson, Dan Witkowski, Elyssa Krasic

#### Proof of Notice

Meeting called to order at 10:02 a.m., MST.

Roll call.

Determination that a quorum of 73.86 % owners are present.

Motion by Neil Rauenhorst, second by Wayne King, to approve the minutes of November 16, 2020, Owner's Meeting minutes. All in favor, motion passes unanimously.

#### Direction Election Results

Neil Rauenhorst, Wayne King and Diane John are elected to the Board by ballot.

#### Association Business

No business brought forward. Move to agenda item Owner Q&A

#### Owner Q&A

An Owner refers to email sent the evening of November 30, 2021, ahead of meeting.

- Requests meeting minutes to reflect, he has requested 50% reimbursement for landscaping unless the area around his property can receive the same landscaping attention as other areas, in the future.
- Courtyard cement question: when will the courtyard be re-paired? Can owners perform repairs themselves?

President responds: Cement in front of individual homes is the Owners' responsibility.

The plaza is the responsibility of the Board. A homeowner cannot perform repairs on common elements. The common element is the responsibility of the board. The issues with the courtyard are related to the garage leak. The approach is to remove the suspect area of concrete and put in a liquid membrane. It may solve the leak problem. If not, they will continue to move along the concrete. The Board is not taking the suggestion of the engineering report to remove all the concrete and install a membrane as it is a massive, expensive undertaking. They are hoping by taking a targeted approach they will address leaks individually.

Owner: A 4 – 8 ft puddle is formed every time it rains by Henry parking space. Why have surface patches not been performed. When will the back stairs be repaired? Why are the other leaks not being addressed?

It is stated, James has asked the Board on a number of occasions regarding the concrete.

Full Circle HOA notes, they have not received direction and have been untasked with the water proofing and concrete repairs. Full Circle HOA has presented proposals for repair and the Board has not provided direction. The Board has not provided communication.

Discussion of repair requests, recommendations, and communications.

Ownership is informed that the Full Circle HOA Management contract was not renewed, and Full Circle HOA Management has provided notice of termination.

Neil Rauenhorst reports they are making progress with hiring a new manager after the first of the year.

Roland John recommends the new group management contract spell out the terms of responsibility and include a response time expectation.

James Henry requests a non-corrosive material is used for snow melt.

#### 2022 Budget

The 2022 Board approved budget and notes were sent to Owners prior to the meeting.

Q: An owner was able to remove the HIPPA requirement from his insurance, reducing the cost. Is this possible with the Commercial Policy?

A: No, not with a commercial policy.

Ownership is asked for further questions.

Hearing no veto's, the budget is ratified by Ownership.

#### New Business

Q: Is there a reason the exhaust fans are running consistently?

A: The fans are working properly and were inspected by Snipp's HVAC and are working properly to evacuate water from the space between the courtyard and garage.

James asks for better communication with the Ownership.

The reports were sent to the Board, however, direction was not provided to send report to ownership.

#### Old Business

Q: The garage column has been shored, is there a safety concern?

A: Neil states he is not clear if there is structural concern. The column is corroded, and the report is not clear.

Q: What is the timeline to get the garage repairs performed?

A: The engineer report said that in the Spring of 2022 the water intrusion could be addressed. This time frame is not acceptable to the Board, so they are pursuing other avenues. The Board advised for shoring, then will address water intrusion, and then address the column.

Q: Encourages the Board not to forget the leak under Chris Ho's home. It is large and should be addressed. The leak is extensive. It was in place 6 months before the column leak.

James Henry volunteers to help the Board and meet with vendors and help in anyway.

Motion by Neil Rauenhorst, second by Wayne King to adjourn meeting. All in favor, motion passes unanimously.

Meeting adjourned at 10:40 a.m., MST

THE FOREGOING MINUTES WERE APPROVED BY THE OWNERS AT THEIR MEETING HELD ON \_\_\_\_\_, 2021.