

**WEST PACIFIC CAMPUS OWNERS ASSOCIATION, INC.**  
**MINUTES OF BOARD MEETING**

Association: West Pacific Campus Owner's Association, Inc.  
Date: November 4, 2021, at 10:00 a.m., MDT  
Location: Teleconference  
Directors Present: Neil Rauenhorst, Wayne King, Diane John  
Owners Present: James Henry  
Others Present: Dan Witkowski, Elyssa Krasic, Hilary Swenson, John Boulden

Meeting called to order at 10:01 p.m., MST

Roll call; determination that a quorum of 3 of 3 directors are present.

Motion by Neil Rauenhorst, second by Wayne King, to approve the minutes from the August 25, 2021, Meeting Minutes Board meeting. *All in favor not heard, motion fails.*

Discussion of the August 25, 2021, meeting minutes. Diane John submitted a number of changes and would like all included.

Wayne King states he recalls Neil Rauenhorst and himself voting to accept terrorism and Diane declined. Diane disagrees.

Motion by Diane John, second by Neil Rauenhorst, to amend the meeting minutes to the minutes prepared by Diane John. Including changing the verbiage regarding retaining a attorney, decline the terrorism coverage and table the flood insurance coverage. *Diane John and Neil Rauenhorst are in favor, Wayne King declines. Motion passes.*

Full Circle HOA Management states they do not have clear direction on the meeting minute revisions

Full Circle HOA Management Renewal

Full Circle HOA Management requests a one-year term renewal including a 5% fee increase, all other terms remain the same.

Diane John states the Board will be bidding out the contract and will only agree to a temporary agreement.

Neil Rauenhorst requests a 3-month extension, Full Circle HOA Management declines.

A motion is not heard. The Full Circle Contract will expire on December 31, 2021.

PRV Replacement Proposal

Discussion of Mr. Henry's approved PRV replacement. The work is complete.

Full Circle provided an estimate to install a new pilot operated pressure reducing valve for the Association for the Board's consideration.

Water Intrusion

Proposals solicited from multiple vendors and SGM made 2 site visits and provided a report.

There does not appear to be a waterproof membrane from the courtyard into the garage. Water is coming into the garage in numerous locations and causing damage. Structural shoring has been placed but a long-term solution is needed. Water proofing will need to be replaced.

Reported by John Boulden, SGM: the damaged column is surface corroded but is not yet compromised. He can drill a core shot and test. The rusting can be removed, and the column can be resurfaced. The waterproofing can be installed.

Neil Rauenhorst, states the corner of the column is where the concern lays. He believes it is beyond surface. Neil questions it's integrity and instructed shoring and has observed the damage for a long time. The other columns show no signs of rust. Neil would like to follow up with John Boulden to remediate the condition of the column. The Board has authorized the Association President to work directly with SGM.

James Henry Question: Will all the leaks be addressed or just the column leaks?

Neil Rauenhorst Answers: I would like to look at each individual leak and not remove all concrete but take a surgical approach and add a watertight membrane. The other leaks could be addressed with a waterproofing sealant or liquid waterproofing. The leak affecting the column is the most concerning.

John Boulden advises, water leaks can be difficult to chase.

Neil Rauenhorst will be taking the lead on the water intrusion and structural damage investigation and repair and will work directly with SGM. As stated in an email to Dan Witkowski, Neil will work on this issue independently and directs Dan not to continue.

#### Board Nominees

Wayne King expresses he will not run again.

Neil Rauenhorst expresses he would like to serve again.

Diane John expresses she would like to serve again.

A call for nominees will be sent to Ownership.

#### 2022 Budget

Budget notes sent to the board ahead of the meeting, Hilary reads through the notes to the Board.

No changes are heard.

Motion by Neil Rauenhorst, second by Diane John, to approve the draft 2022 Budget including moving the excess assessments to the Capital Reserve fund at the end of the year. *All in favor, motion passes unanimously.*

James Henry requests non-corrosive material is used on the courtyard for snow and ice melt.

#### New Business

Annual Owner meeting is scheduled for Wednesday, December 1, 2021, at 10:00 a.m., MST.

James Henry addresses the Board.

- Requests the back stairwell be repaired.
- Requests repair to the courtyard cement and courtyard stair.
- Will the Board be repairing the cement, or should owners repair their own?
- Asks how the Insurance addresses the legal settlement agreement and how the deductible being increased is explained.

Motion suggested by James Henry for the board to make: to record the official reasoning for the increase to the Association deductible from \$5,000 to \$10,000 for a reduction in insurance premium. Motion not heard. Motion fails.

Mr. Henry retracts his email request to be reimbursed for landscaping reimbursement, provided that his property receive the same landscaping attention as other areas around the property.

Discussion of insurance coverage and reasoning for having explanation recorded in meeting minutes.

Motion by Neil Rauenhorst, second by Wayne King, to record the reasoning for the insurance deductible increase from \$5,000 to \$10,000, is for a reduction in the insurance premium. *All in favor, motion passes.*

Diane John restates that they will be looking for other bids for HOA Management and would like to find the best fit for the Association.

Motion by Neil Rauenhorst, to adjourn meeting. Meeting adjourned at 11:02 p.m.

THE FOREGOING MINUTES WERE APPROVED BY THE OWNERS AT THEIR MEETING HELD ON \_December 1, 2021.