

SNOWBRIDGE SQUARE CONDOMINIUM ASSOCIATION  
BOARD OF DIRECTORS MEETING  
September 1, 2007

I. Call the Meeting to Order

The Snowbridge Square Condominium Association Board of Directors Meeting was called to order by John Theisen at 2:30 p.m. on September 1, 2007 in Commercial Space #C Room of Snowbridge Square.

Board Members Present Were:

John Theisen, #208 (Residential)	Tim Hoops, #207 (Residential)
Claire Carren, #210 (Employee)	Robert Harmsen, (Commercial)
Gary Harmsen, (Commercial)	

Homeowner Paul Mulae, #201 was also present. Margot Mayer of Summit Management Resources was recording secretary.

II. Election of Officers

Tim Hoops made a motion to elect the following Officers:

John Theisen (residential) – President  
Gary Harmsen (commercial) - Vice President  
Robert Harmsen (commercial) - Member  
Claire Carren (employee) - Secretary  
Tim Hoops (residential) - Treasurer

Gary Harmsen seconded and the motion carried.

III. New Business

A. *Accounting*

Mike Kurth of Summit Bookkeeping and Payroll will take over the Association's accounting duties. John Theisen, Claire Carren and Tim Hoops will be on the signature cards for the checking and savings accounts. Currently there are three CD accounts and two signatures are required to transfer money.

B. *Property Management*

John Theisen recommended keeping Oleg. He said Oleg was a dedicated employee. For proper communication he recommended going through Oleg's wife due to language barriers.

John Theisen recommended hiring Deb on a trial basis and to evaluate her performance after four months. He will develop a job description. Tim Hoops made a motion to hire Deb on a trial basis. Gary Harmsen seconded and the motion carried.

*C. Siding*

The siding has to be sprayed with a pressure washer. A recommendation was made to rent a pressure washer to get this job done.

*D. Equipment*

The Association owns a snowblower, two pressure washers and a lawn mower. The pressure washers and lawn mower do not work. The Bobcat should stay at Snowbridge Square due to insurance liabilities.

*E. Insurance*

Gary Harmsen said it was important that all contractors and subcontractors have proper insurance certificates. He said the Board has to make sure that the Association has proper liability insurance and that all liability policies are kept up to date. The Board will review the current insurance policies to make sure the Association is covered properly. The Board will inform the homeowners about what is covered as common area and those areas requiring individual owner coverage.

*F. Nathan Schmidall's Proposal*

A letter will be sent to Nathan Schmidall asking him to submit cut sheets from the manufacturer for the patio door. He also has to submit a copy of the proper insurance and a Summit County license from the contractor he will be using.

There was discussion about the permit that Nathan Schmidall evidently obtained to run a natural gas line to his unit. Claire Carren will talk to him to make sure that he has the gas line inspected by a certified inspector.

*G. Feasibility Study*

Tim Hoops made a motion to commit to an expenditure of up to \$30,000 for the purpose of retaining Stonefield Development Consultants to prepare a Feasibility Study to encompass the teardown and redevelopment of Snowbridge Square. The motion was seconded and carried with two votes abstaining.

*H. Board Meetings*

Claire Carren recommended holding regular Board meetings by teleconference. The meeting schedule and agenda should be posted on the website. The Board decided to meet every sixty days. Homeowners are welcome to join the meetings. John Theisen will set up a regular meeting schedule.

*I. Parking Rules*

John Theisen will provide Board members with a previously approved parking policy. Claire Carren and Tim Hoops will submit proposed changes to the policy for the Board to review.

*IV. Adjournment*

Gary Harmsen made a motion to adjourn the meeting at 3:25 p.m. The motion was seconded and carried.

Approved By: \_\_\_\_\_ Date: \_\_\_\_\_  
Board Member Signature