

**Bluff Condominium Association
Board of Directors Meeting
June 12, 2025**

MINUTES

PRESENT: Anita Northwood – President
Eric Smallwood – Vice President – Zoom
Brad Bergquist – Sec./Treas. - Zoom
Kim Gunning – Vice President – Zoom
Scott Cantor – Zoom

OWNERS: Ed Hart – 4038 - Zoom
Kathleen Mardian- 4109-Zoom

NOT PRESENT: None

MANAGERS: Sharon Williamson
Chuck Williamson

CALL TO ORDER

Anita called the meeting to order at 3:00 p.m.

ESTABLISH A QUORUM

A quorum was established with all Directors present in person or by Zoom conference call.

REVIEW AND APPROVE THE 2/20/2025 MEETING MINUTES

The minutes from the February 20,2025 Board of Directors meetings were sent to all Board members for review prior to the meeting. With no corrections or additions, ***MOTION: Eric Smallwood moved to approve the minutes as presented, Brad Bergquist seconded, and the motion passed unanimously.***

OWNER COMMENTS

None

FINANCIAL REVIEW

Balance Sheet – Chuck reported the following cash balances as of June 12, 2025:

Checking Account – Idaho First Bank:	\$ 90,745.65	
Capital Reserve – Idaho First Bank:	\$200,357.78	
Accounts Receivable:	\$ 46,597.16	
Total Cash and Receivables:		\$337,700.59

He explained that the cash and accounts receivable on June 5th totaled \$346,431.33. Funds apportioned to the Operational Account and Receivables totaled \$57,539.43. Funds allocated to the Capital Savings account totaled \$288,891.90.

Profit/Loss Statement

Chuck reviewed the June 5, 2025 profit and loss statement with those present. As of June 5th, the net operating income indicated a deficit of (-\$14,810.58.) The yearend Operational deficit is projected to be (-\$40,167.78). The budgeted deficit in 2025 was projected to be (-\$45,039.00). He reminded those present that the deficit was anticipated and reported to the owners at the annual meeting. The approved deficit budget would be covered by cash carried forward from the previous years. This was done to relieve owners of any dues increases or special assessments in fiscal year 2024/25.

2025/26 Operational and Capital Budget Review and Approval

Chuck presented the 2025/26 Operational and Capital budgets for Board review and approval. The budgets and assumptions were sent to all Board members prior to the meeting for their review and consideration. Budgeted Administrative expenses were increased by approximately \$10,000 to account for anticipated increase in the cost of insurance. Common area expenses were increased by approximately \$5,000 primarily due to increasing the snow removal budgeted expense. Chuck explained that while the snow accumulations were normal, the ice removal required for walkway safety resulted in a budget deficit of approximately \$5,000. Landscaping costs

were increased by \$2,500 in anticipation of likely labor increases in 2025/26. The pool and hot tub expenses are projected to remain the same in 2025/26. The operational budget total expenses in 2025/26 are anticipated to be \$462,602. A breakeven operational budget would require an increase in member dues of over ten percent (10%) as a result of year over year inflationary impact.

Management updated the Capital Reserve and associated long term budget projections. Chuck explained that he would like the Board to meet in a workshop setting and review the Capital Reserve budget in detail. Management is requesting guidance as to the items to include in the Capital Reserve budget and the projected replacement timeline for those items. He reported that several large capital expense items which include pavement replacement, pool and hot tub replacement and roof replacement must be taken into consideration. It is unknown at this time if the current capital reserve collections will be sufficient to meet future asset replacement requirements. Board members agreed to hold a workshop in August to review the capital reserve requirements.

Management recommended that in 2025/26 the capital reserve collections be reduced to \$175,000 and the balance of \$45,744 be reallocated to offset the Operational budget funding requirements. If approved and the funds are reallocated as recommended, the operational dues would be increased by 2.5% leaving a projected budget deficit of approximately (-\$8,000) in 2025/26. The projected deficit would be offset by funds carried forward from previous years and any potential operational savings in 2025/26.

After discussion, *MOTION: Kim Gunning moved to approve the proposed 2025/26 Operational and Capital budgets with a 2.5% increase in operational dues, and a temporary reallocation of \$45,744 from current capital reserve collections to operations in 2025/26, Eric Smallwood seconded, and motion passed unanimously.*

OLD BUSINESS

CAPITAL IMPROVEMENT PROJECTS

Rec Center Remodel – Management reported that the modest refurbishing of the rec area changing rooms and laundry facilities is nearing completion. The pool and hot tub are set to reopen on June 14. The sauna refurbishing has been budgeted for 2025/26 and will be done after the capital reserve budgeting review by the Board.

LANDSCAPE ALTERATIONS

Building 14 –Landscape Renovation Project – Management reported that this landscape renovation project is now complete. The trees, bushes, weeding and mulch installation planned for the area have been installed.

4134 – Tree Relocation – This matter is pending.

MAINTENANCE

Key Check – Management reported there are 4 buildings where keys need to be checked and dryer vent locations identified. Management will report back to the Board when this project is done.

Tree Removal Master Planning – Management reported that the tree assessment master plan is currently underway and the final report from Alpine Tree Service is expected soon. Board members asked about funding tree removal in 2025/26. Chuck stated that \$50,000 is budgeted in the capital reserve for landscape improvements which could be directed towards removal if needed. The capital budget has \$50,000 budgeted for landscape improvements in each of the next 4 years; however, these funds were to be expended in connection with the phased building and stairwell renovation plan which is no longer necessary with the completion of this work in 2025. Chuck suggested that the landscape improvement plan now be associated with any tree removal done in the future. Those present agreed.

Dryer Vent Cleaning – Tabled.

NEW BUSINESS

4031 – Leeuw - Request to Move Irrigation Clock – Management presented a request from the owners of 4031 to move the common area irrigation clock situated on exterior wall of their condominium accessible only by accessing their personal deck space. Chuck stated that the request is unclear as to who would incur the expense to

move the clock. He suggested that consistent with the Bluff policy on common area alterations, the unit owner is normally responsible for all costs associated with common area alteration for personal reasons. After discussion, those present agreed that the clock could be repositioned; however, the move would be coordinated by management at the individual owners expense.

Bike Racks Storage – Board members discussed the proposal to install Bike Racks in the common area. A request from property owner Joy Lukhard was submitted for Board consideration. Board members expressed that installing bike racks would require consideration for placement, common area alterations, sprinkler system modifications and security. After discussion, the Board members concluded that bike rack installation should be reviewed as a capital reserve project.

Longterm Parking – Management provided correspondence from Jane Connor requesting reconsideration of permitted long-term parking. Parking has become an issue throughout the Association and the long-term parking areas are needed for general parking for residents and guests. Board members suggested that a survey of the membership should be undertaken before eliminating the designated long-term parking areas. Management was asked to prepare a survey for Board approval. It was suggested that owners be reminded that only two cars per unit is permitted.

Building 14 – Garage Posts, Stained Garage Ceiling Tiles and Stairwell Deterioration – Management reported that the owners in Building 14 are requesting that the garage post sheetrock be repaired and the stained ceiling tiles be replaced. In addition, they expressed concern about some deteriorated boards on the stairwell handrailing. Chuck stated that he has included the garage posts on the maintenance list for eventual repair, however the stained ceiling tile does not affect the functionality of the garage, so this is considered a very low priority. The stairwell deterioration will be repaired as soon as possible. Chuck suggested that the posts, when repaired, could have steel edging installed to help prevent future damage. Board members commented that if the posts are damaged by a unit owner they should be held responsible for repairs.

Pool Opening Schedule – Anita reported that when speaking with the pool maintenance personal it was suggested that Bluff consider opening the pool in mid June on a regular basis. This would push the opening past the worst of the pollen and cotton time of year. Chuck recommended discussing the schedule change with the owners before changing the opening date beyond Memorial Day weekend. Those present agreed.

EXECUTIVE SESSION

Motion: Eric Smallwood moved to approve moving into Executive Session for the purpose of discussing sensitive owner matters, Kim seconded, and motion was approved. The general session was adjourned into Executive Session discussions at 3:45 p.m.

Motion: Eric motioned to move out of Executive Session and back into general session, Kim seconded, and motion carried. The general session was resumed at 4:00 p.m.

Action as a Result of Executive Session:

Management will meet with Anita Northwood and prepare a landscape plan for Board approval for the restoration of the common area where the flower planter was inadvertently expanded without Association approval.

ADJOURNMENT

With no further business the meeting was adjourned at 4:04 p.m. by unanimous consent.

Respectfully Submitted,

Chuck Williamson
Recording Secretary