BLUFF CONDOMINIUM ASSOCIATION
ANNUAL MEMBERSHIP MEETING
JULY 18, 2026

MINUTES

PRESENT:	Anita Northwood – President Sonja Uri - Director Brad Bergquist – Treasurer Scott Cantor – Director	**OWNERS:** (See Attached Listings) ***Present*** – 20 Members ***Zoom*** – 14 Members

OTHERS: Sharon & Chuck Williamson - Managers

CALL TO ORDER
Anita Northwood called the meeting to order at 10:05 a.m.

ESTABLISH A QUORUM
A quorum was established with 60.20% represented in person, by zoom or proxy.

WELCOME AND INTRODUCTIONS
Anita introduced the Board members present and welcomed everyone. She explained the purpose of the meeting is to bring all owners current on finances and projects completed throughout the fiscal year and the voting for the 2026/27 directors.

APPROVAL OF THE JULY 12, 2025, ANNUAL MEETING MINUTES
The July 12, 2025, meeting minutes were sent to all owners prior to the meeting. With no corrections or additions, ***MOTION: Dieter Zimmer moved to approve the minutes as presented, Brad Bergquist seconded, and motion was unanimously approved.***

FINANCIAL REVIEW
Balance Sheet – Chuck reported the following cash balances as of July 11, 2026:

Operational Checking -	$ 39,570.94
Capital Reserve –	$312,577.37
Account Receivable –	($1,429.03)

He stated a couple of accounts were past due, however, several owners have paid in advance resulting in the negative accounts receivable balance.

Income Statement and Approved Budget Review - Chuck reported that the budget was tracking as anticipated. Insurance is over budget due to the renewal date of the policy occurring mid-year. The next fiscal year should see a reduction in this expense. Snow removal was significantly under budget due to a low snow year. Common area cleaning will be slightly over budget due to additional cleaning requested which included the light fixtures lenses filled with insects. He explained that the Association has purchased enclosed LED lights that will replace the old light fixtures, eliminating this problem in the future. Landscaping expenses should be closer to the anticipated budget at year end and the overage is primarily a result of budget timing. Pool and spa cleaning is over budget because management authorized additional cleaning services after the remodel of the restrooms and sauna. Overall, the budget is $1,163.85 over anticipated expenses which is likely to improve by year end. No operational budget dues increase is proposed in 2026/27.

Capital Reserves & Projects in 2025/26 - Chuck stated that the Board met in several workshop sessions to review and update the capital reserve long term budget. The capital budget item replacement costs were updated. The Board reviewed in detail the line items to include in the capital budget with the intent of keeping future special assessment at a minimum while continuing to properly maintaining the property. The Board determined that to accomplish minimizing future assessments, it would be necessary to special assess for the replacement of the pool and hot tub and return the capital reserve collection amount to the 2024/25 level of $220,000. Capital Projects to be done in 2026/27 include more

Landscape Improvements, Heat Tape repairs, replacing the Pathway from the pool to Elkhorn Road and the starting the process of replacing the pool and hot tub.

OLD BUSINESS

Capital Projects:

Rec Center Improvements – Chuck explained that the 40+ year old pool and hot tub are slated for replacement having reached the end of their useful life. He reported that the Board established a committee consisting of board members and homeowners to review the Rec Area for update and improvement. That committee met several times and has developed a preliminary plan and list of improvements for owner consideration and comment. Chuck reviewed the PowerPoint presentation with the owners. (See PowerPoint Presentation attached.) The Committee is soliciting owner comments on the improvements proposed and any other suggestions they may have for committee consideration. The committee improvements were presented to the owners, which include the following:

Pool and Hot Tub - Chuck informed owners that the replacement of the pool and hot tub will be done as a maintenance project. The intent is not to have the City impose overly costly ADA or added soils testing requirements which may be triggered by moving the pool and hot tub or changing their size. These items will remain the same size and location. The hot tub will change from oval to square, if permitted by the City, to accommodate the installation of an automatic cover for added safety and security after hours.

New Equipment Building – Given the difficulty in accessing the existing mechanical room, management will be investigating the possibility of installing a small modular outbuilding to house the new pool and hot tub equipment. It could be placed at the north end of the existing building near the main power and gas meter location. The idea would be to install an outbuilding of a size that falls within minimal building code requirements. Chuck will discuss the matter with the City prior to proceeding.

Building Improvements – The current building structure is being reviewed for painting enhancement and possibly the addition of some lighting for safety. An electrically heated entry walkway and stairs is proposed to help improve safety in the winter months. A more secure pool gate and screened access to be installed for enhanced security and appearance.

Shade Structure Installation – Different shade options are being reviewed which include permanent pergola and/or covered wood structure which can be purchased as a kit.

Landscaping Enhancements – It is proposed that the large spruce tree at the south end of the pool be removed and the dirt area be pushed back toward the fence to create additional seating and an area for the proposed shade structure. Improvements to the landscape at the pool entry and along walkway between 4017 on the pool are being reviewed. The fencing in the area adjacent to 4017 is being reviewed for privacy screen installation. The dry stack retaining wall at the north end of the pool may be replaced if allowed without excessive City requirement to improve the seating and walkway around the pool. Improvement to the fencing and shrub area along the west side of the pool facing the mountain views is being reviewed for repair and enhancement.

Project Timeline – The Committee is attempting to start demolition in the fall of 2026 and have the construction work completed by Thanksgiving 2027. This would allow owners to use the hot tub over the winter months; however, the pool may not be available until summer 2028.

Owner Comments:

Dani Carol expressed concern about an all-wood pergola structure providing minimal shade and excessive ongoing maintenance, favoring the carport style shade option. She requested that when the pricing of the various options is complete that the owners be allowed additional input on the final design and the proposed costs.

It was requested that management post the per unit special assessment information on the website, and to make sure that all expanded condominium common area percentages are accounted for and adjusted prior to issuing the special assessment.

Scott Cantor asked whether a usage study had been completed to help evaluate the scope and cost of the proposed improvements. Chuck explained that the rebuilding and maintenance of the common area amenities is the responsibility of the Board of Directors. To eliminate any of the amenities may require a super majority, or possibly a 100% approval of the Bluff membership and the approval of the lending mortgage holders, which would be unlikely.

Concern was expressed that the cost of the enhancements proposed could be higher than $610,000 indicated in the capital budget. Chuck explained that pricing of the various options would be gathered and improvements done based on a priority basis and complete those items that fall within the total cost proposed. When prices are gathered and should all the improvements proposed exceed the proposed budget amount, the owners may be asked if the Committee should proceed with the entire project or cap the project at the projected budget total.

Short Term Rental Fees – This item is tabled at this time; however, it will be reviewed by the Board in the new fiscal year with possible changes implemented as the new pool and hot tub come online.

Fire & Emergency Plan – Chuck reported that this matter will be reviewed in the coming year. Items being considered are fire extinguishers near trash areas, and water hose bibs replumbed to building water source rather than the individual units.

Adjusted Pool Hours – Management reported that the hours were returned to a 10:00 p.m. closing.

Gutter and Downspout Cleaning – Management reported that gutter and downspouts are on a twice a year cleaning schedule.

NEW BUSINESS

Speeding – Owners expressed concern about how fast people are driving through the Association. Management was asked to remind owners and guests to slow down when driving through the parking area.

Garbage Area – Cardboard Boxes – Owners reported that cardboard boxes in the trash areas have become a significant problem. Management reported that all cardboard boxes must be collapsed and either taken to the dumpster or to a designated offsite recycling area. Signs will be posted on the trash room doors reminding the owner and guests of this policy.

Parking Lot Striping – Management was asked to freshen up the parking lot striping. This will be scheduled next spring.

ELECTION OF DIRECTORS

Management explained that there were three (3) incumbents who have agreed to continue as Board members in the coming year. The slate of directors is as follows:

Scott Cantor – Incumbent – 2nd Term
Anita Northwood – Incumbent – 2nd Term
Eric Smallwood – Incumbent – 3rd Term

MOTION: Dave Larsen moved to approve the nominations of Scott Cantor, Anita Northwood and Eric Smallwood for the Bluff Board of Directors, Mr. Cook seconded, and the nominations were unanimously approved.

The floor was open to nominations. Pam Larsen was subsequently nominated and graciously declined. She will remain on the Recreation Committee. After discussion, ***MOTION: Brad Bergquist moved to close nominations, Dani Carol seconded, and the motion was unanimously approved.*** The incumbents were re-elected by unanimous consent.

ADJOURNMENT

With no further business the meeting was adjourned at 11:56 a.m.

Respectfully Submitted,

Chuck Williamson
Recording Secretary