Bluff Condominium Association
Board of Directors Meeting
June 10, 2026

MINUTES

PRESENT:	Anita Northwood – President Brad Bergquist – Sec./Treas. Eric Smallwood - Director Scott Cantor – Director - Zoom Sonja Uri – Director	**OWNERS:**	Charlie & Pam Killinger - 4125 Jane Conner - 4114 Ed Hart & Eileen Engstrom - 4038 Meaghan McKenzie - 4130 Grant McDonald - 4136
NOT PRESENT:	**None**	**MANAGERS:**	Sharon Williamson Chuck Williamson

CALL TO ORDER
Anita called the meeting to order at 4:02 p.m.

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

READ AND APPROVE 2-27-26 MEETING MINUTES
The meeting minutes were sent to all Board Members prior to the meeting for review. Brad requested that the December 9, 2025 corrected minutes be posted to the website indicating Eric was in attendance. With no other corrections or additions, ***MOTION: Eric moved to approve the February 27, 2026 meeting minutes as presented, Brad seconded, and motion was unanimously approved.***

OWNER COMMENTS
Jane Connor 4114 – Jane asked about the window cleaning schedule. Sharon reported that window cleaning was scheduled for July 6th & 7th.

FINANCIAL REVIEW
Balance Sheet **–** Chuck reported the following cash balances as of May 31, 2026:

Checking Account – Idaho First Bank	$ 34,210.21	
Capital Reserve – Idaho First Bank	$311,834.10	
Account Receivable -	$ 10,554.64	
Total cash and Receivables:		**$356,598.95**

Chuck informed the Board that the operational debt in "Due To CR" previously indicated on the balance sheet totaling $24,047.00 was transferred from operations to the capital reserves. The reconciled balances are as follows:

Operational Cash & Receivables - $ 44,764.85
Total Capital Reserve Cash - $ 311,834.10
Total Reconciled Cash: **$356,598.95**

Account Receivable **–** The accounts receivable indicate that two accounts were past due approximately 60 days. Management expressed that overall, those past due more than 3 months have been collected. The remaining two accounts past due are approximately 2 months in arrears.

Profit & Loss Statement **–** The following items in the operational and capital reserve income and expenses were reported on during the meeting:

Operational Income: Tracking as anticipated.

Operational Expenses:

Insurance Premiums – The insurance premiums are projected to be over budget at year end due to the mid-year renewal date. The yearend actual cost for insurance is expected to total $110,193. The Board approved the transition to a new insurance carrier "Condologic" mid-year on the renewal date of 12-20-25. Lower rates will be realized in the next fiscal year with a proposed budget projection of $92,244.

Electricity – This line item is under budget due to turning on the heat tape later in the year and turning off the heat tape in mid February. On May 31, 2026 the Electricity cost was under budget by approximately $13,970.

Snow Removal – Due to the low snow year this expense is under budget by approximately $31,823.

Trash Removal Condominiums – This expense is approximately $1,610 over budget year to date due to additional trash pickup required for boxes, extra trash, trips to the dump to dispose of beds, couches, etc. left in the dumpster area.

Pool/Hot Tub/Sauna Cleaning – This total on the year for the recreational facilities is over budget by $5,451.50. This overage is due to an increased cleaning schedule of the remodeled facilities.

Capital Income:

Capital Interest Income – Chuck reported that interest earned is slightly more than budgeted from Treasury Bill investments.

Capital Expenses:

Heat Tape – The heat tape repair costs were less than anticipated. The budget amount was $35,000 and the actual cost was $19,530.

Sauna Replacement – The final cost on the sauna replacement totaled $23,482.17 and was over the 2025/26 budget amount of $20,000.

Tree Removal – The tree removal cost is over budget by $5,800. Chuck explained that instead of removing the trees in two (2) phases over two years as proposed by Alpine Tree Service for a total of $85,000, Management contracted with Rob Beck and completed both phases in one year at a total cost of $55,800.

Paver Repairs – The replacement of broken or deteriorated walkway pavers was done at the request of the Board and owners. Given the potential liability the deteriorated paver presented for owners and guests management authorized the overage. This item is over budget by $6,045.

The total capital reserve expenses for 2025/26 were budgeted at $109,500. The actual cost year to date is $106,857.17, or slightly under for the year.

2027/27 Operational and Capital Budget Review and Approval

Chuck presented the 2026/27 Operational and Capital budgets for Board review and approval. The budgets and assumptions were provided to all Board members prior to the meeting for their review and consideration. He explained the following:

Administrative budget expenses were reduced by $10,436 due to lower insurance costs. Management requested a rate increase to $45.00 per unit per month. The total annual cost is $55,080.

Common Area budget expenses increased by $6,135 in 2026/27. Management explained that the increases proposed were primarily associated with labor intensive line item expenses, which will likely incur inflationary increases from vendors. Gutter repairs and cleaning have been scheduled twice a year. Electricity is being maintained at $40,000 annually; however, Brad suggested that this line item may be high given the expense history over the past three years. Trash removal has been increased to reflect actual costs incurred in 2025/26. The higher cost is associated with additional trash removal of boxes, excess trash, and owners discarded home items billed in addition to regular services. Water/Sewer was increased in anticipation of higher costs at the beginning of the calendar year.

Landscaping budgeted expenses were increased by $2,000 in anticipation of possible labor increases in 2026/27.

Budgeted Pool and Hot Tub cleaning expenses were increased slightly to provide a higher level of cleaning maintenance; however, Chuck explained that if the Board approves the proposed rebuilding of the pool and hot tub in 2026/27 the overall expenses should be under budget. The facilities could be closed for half the year.

Proposed Operational Budget Conclusion: The operational budget total expenses in 2026/27 are anticipated to be $462,001. Management recommended keeping the Operational Dues the same in 2026/27. The cash carried forward and potential for reduced expenses associated with electricity and pool/hot tub expenses will likely offset the projected -$7,257.00 budget deficit.

PROPOSED CAPITAL RESERVE BUDGET:
Management updated the Capital Reserve expenses and associated long term budget projections. Chuck explained that the Board met in several capital reserve planning workshop sessions. The proposed capital budget and long term projections reflect the Board's analysis and input during those sessions.

After lengthy workshop sessions, Chuck was instructed by the Board to budget the pool and hot tub replacement with a corresponding special assessment. By structuring the pool and hot tub replacement as a special assessment item, the balance of the necessary capital reserve funding could be achieved with lower overall cost increases. Management proposed that the Capital Reserve collections be reinstated at the 2024/25 levels totaling $220,000 annually. Automatic increases of $20,000 per year are proposed every third year. This dues schedule could make it possible that no further special assessments for the budgeted capital reserve items will be required for the next several years.

Scott suggested that the owners be made aware that an assessment for the pool and hot tub replacement may be imposed in 2026/27. Sonja, an amenity renovation committee member, stated that she would assist in the communication effort to explain the reasoning and benefits for replacing the amenities at this time.

Anita asked about the Bike Rack project. Chuck reported that this project was not included in the capital reserve budget. He suggested that if needed bike racks could be placed in the common area at a relatively low cost. She requested clarification on the lighting budget line item. Chuck reported that the entry building retrofit lighting has been purchased and will be installed soon. The new LED fixtures are enclosed, eliminating the issue with insects collecting in the can light protective lenses. In addition to saving on the expense to clean the light fixture lenses once or twice a year, the overall electrical costs will be lowered. The $20,000 light fixture line item proposed in 2030/31 is for the replacement of back deck lighting if desired at that time. Brad requested that the $2,000 budgeted for pool equipment in 2026/27 budget be changed to $0.00 to match the revised capital reserve study.

After discussion, ***MOTION: Eric moved to approved the 2026/27 Operational budget as proposed, Sonja seconded, and the motion was unanimously approved.***

MOTION: Eric moved to approve the Capital Reserve long term projected budget and reinstating the capital reserve collections to $220,000 annually for the 2026/27 fiscal year, Brad seconded, and motion was unanimously approved.

Chuck reported that the reinstatement of capital reserve collection at $220,000 annually will increase the owners annual dues by 7.1%.

OLD BUSINESS

Capital Improvement Projects

Rec Center Renovation – Chuck reported that Bluff has implemented a Recreation Center Renovation Committee. The Committee has met and provided information for the overall objectives of the committee to develop an improvement plan, obtain reconstruction costs, review funding options, and prepare the plan for Board consideration and approval. The committee members will visit and review the facilities. They will compile information on what they like about the current facilities and what improvements they would like to see made during the renovation. The $600,000 place holder in the long term capital reserve budget will be updated as actual costs are received. Chuck explained the importance of having a realistic expense goal objective that the committee members should work towards achieving in the planning process. The next committee meeting is scheduled for June 18th at 4:00 p.m.

Landscape Alterations:

Area Improvements after Tree Removal: Chuck explained that $40,000 has been budgeted in 2026/27 to make landscape improvements where trees have been removed close to the buildings.

Maintenance

Tree Removal Master Plan – Management reported that the initial tree removal has been completed. Additional trees will be reviewed for removal in the next year. Owners wanting trees removed that have the potential to cause property damage and/or showing signs of disease will be identified and listed for Board consideration. Tree removal to restore views will continue to be handled on a case by case basis.

Dryer Vent Cleaning – This is an owners responsibility. The matter was tabled at this time.

Pool and Hot Tub Hours – Management reported the pool and hot tub hours have been changed to the 10:00 p.m. closing as directed by the Board. Management reported that there have been two incidents of after hours use since opening. The recreational facility pool renovation committee will review options for securing the amenities in the future.

NEW BUSINESS

Building Window Bump Out Option – Chuck reported that the City of Sun Valley will no longer allow owners to bump out the window walls without replating the building and/or having an easement approved by Board of Directors. The exact City requirements and process are still being finalized. Unit 4130, owned by Meaghan McKenzie, received prior approval from the Bluff Board to for the window bump out alteration that has been completed on several units within the Bluff Association. When applying for a building permit she was informed of the revised City requirements. Meaghan reported that she is in the process of working with an attorney to develop an easement agreement for Bluff Board of Director consideration. Chuck stated that when Meaghan has completed the appropriate easement agreement, he will email the information to the Board members for approval.

Bump Out and Update to Common Area Percentages - Chuck reported that he received a request to update the common area percentages for all units that have installed the bump outs. He stated that management will review all units with the approved bump outs and make adjustments to the common area percentages prior to the recreational facilities renovation assessment.

EXECUTIVE SESSION
None

ADJOURNMENT
With no further business the meeting was adjourned by unanimous consent at 5:03 p.m.

Respectfully Submitted,

Chuck Williamson
Recording Secretary