

Board of Directors Working Session

Wednesday January 21, 2026

Present: Brac Burford, Lynda Parker, Loie Evans, Maureen McDevitt, Linda Kirkpatrick, Charley Wilson

By phone: Jon White from KC & Associates

Resident Merelyn Brown attended the meeting.

Called to order at 10:00.

Minutes from the Previous board meeting

Approved, with minor corrections. The board discussed summary vs. full minutes. Brac will post summary minutes.

Manager's report

Roof repairs contractor proposals: The Bergen roof is 16 years old and the Genessee roof is 8 years Old. A new roof for Bergen would be around \$200k. Deductible is 1% of the building value. We had wind damage which needs repair, deductible is 60k for both*. Brac is reviewing proposals.

Generator estimates: Brac is following up on this.

Outstanding projects: Bergen House elevator floor and stairwell projects are still waiting on the correct credit card for Brac to use.

Comcast upgrade issues: Comcast upgrades to their network resulted in long outages for TV and internet, apparently due to out of date software in many locations. Many residents received new routers to accommodate service with concomitant problems in TV reception. Brac will place a phone number in each cubby for calling Xfinity to resolve these issues.

Sales and Rental unit update: There are 36 rental units, 3 are available as of this meeting. There was an offer on G 311.

Old Business

1. *Mechanical room keys for Board*: This is waiting on a credit card. The home depot keys are deemed to be not very good.
2. *Credit Card for Brac* : Still waiting! Helena's residents web site is still down.
3. *Spreadsheet for HOA dues discrepancy*: KC and associates needs to provide an accurate version, corrective action and an explanation to owners. Maureen is following up.
4. *Financial audit*: KC & Associates requested proposals from three firms: Ryan Lee CPAs, Griffing Group and JDS Professional Group. We are waiting for some of this.
5. *Electric car battery charging rules*: Jon talked about the costs of doing this in some of K.C.'s locations. It is not cheap (owners would have to pay for this). Board members have the legal requirements for review.

6. *Xfinity proposal* : Maureen, Charley and Loie reviewed the proposal and deemed it to be a good deal for our residents. The proposal 1 would cost 30 dollars per month for each of internet and cable TV from Comcast. (60 total). This would include an impressive number of channels. We need to sign a contract by 3/1. Linda will do a write up for residents to evaluate by Wednesday 2/28. Section 4.2 of our rules requires a 10 day notice. The board approved proposal 1.
7. *The Reserve Study*: Rob Frantz, Mark Nesselin (if available) and any additional owners' participation will do the walk thru for evaluation of life expectancy and valuation. Loie will also participate.
8. *Procedure manual*: Linda started a manual with procedures for problem reporting resolution.
 - A. We will need a walk through to determine what is needed. Things to be included are elevator door opening, security camera monitoring, front door usage during a power outage.
 - B. Board members must watch the video from K.C. and associates about financial workflow and RMVE documents. Financial reports from them need to be more time. Jon will check on this.

New Business

The remodeling request and contractor instruction page were approved by the board.

Owners are reminded to have a copy of homeowner's insurance "cover page" on file with Brac. *Part of our deductible might be met by individual owner's insurance. Section 9.3 of the rules covers this. Recommendation by our insurance broker was for owners to cover this potentiality. Loie was asked to review section 9.3 for the Board to clarify owner's declaration of "loss assessment" amount on individual policies which would cover HOA deductible.

Communications mechanisms for residents with the board were discussed. The manager's box on the cubby hole wall is being used. Brac's software does have a polling mechanism (called call multiplier) which can be used.

No Forums have been scheduled as yet. The Monday morning coffees are not for HOA business discussions.

The welcome packets for new residents need to be updated.

Linda may be working on a Newsletter.

Additional comments

Sprinklers are being checked again.

Chris Stevens from CAE will be bringing new artwork for the kitchen areas. Maureen noted that someone should review this for propriety.

Resident Comments or Questions

Merelyn commended and thanked the board for their work.

The meeting was adjourned at 11:54