

WELLINGTON III OFFICE BUILDING ASSOCIATION
Annual Meeting Minutes
November 15, 2016
1120 Wellington, 2nd Floor, Grand Junction, CO 81501

Board Members Present

Dr. William Scott

Bray Property Management

Jami McLennan

I. Call To Order

The Annual Meeting was called to order at 5:32 pm by Jami McLennan.

II. Introductions

Jami McLennan introduced herself as the HOA Manager and Sarah Connelley as the HOA administrative assistant. She informed members of the new HOA website, www.brayhoa.com. Jami informed the members present that she will be transitioning out of the HOA department, and that Carri Grubbs will be taking over as HOA manager in beginning in December 2016.

III. Approval of the January 7, 2015 Annual Meeting Minutes

Jami presented the January 7, 2015 annual meeting minutes for approval. Jami stated the meeting minutes were posted on brayhoa.com and have been available for review for the past year.

Resolution: No other discussion or questions being forthcoming, it was motioned to approve the January 7, 2015 minutes.

Motioned: Dr. William Scott

Seconded: John Colosimo

The motion carried unanimously

IV. Financial Update

Jami provided the members a financial update, illustrating that the association currently has a higher account balance for both the Cash Account and the Reserve Account as of September 30, 2016 than in December 31, 2015.

V. Approval of a 2017 Budget

The proposed budget includes a decrease in dues for 2017. The lowering of dues is a result of the Association no longer having to maintain the capital reserve, funds will still be put into the account. Expenses have also been lower, and there is currently a sufficient amount in both the Cash Account and the Reserve Accounts. The members present voiced concerns about possible expenses, especially regarding the elevator in the future. Due to these concerns, members presented the idea of leaving the 2017 budget the same as the 2016 budget.

Resolution: To keep the 2017 budget the same as the 2016 and to not lower dues.

Motioned: John Colosimo

Seconded: Dr. Glenn Madrid

The motion carried

VI. Elections

Jami announced that quorum was achieved with the proxies received and the members present. Two volunteers were needed to serve on the Board, Dr. Carl Feghali still has time left on his term. Dr. William Scott and Dr. Marshall Steel volunteered to serve on the board of directors. Members present unanimously voted to accept the slate as presented that Dr. William Scott and Dr. Marshall Steel will serve on the board of directors for a three-year term.

VII. New Business

a. Organizational Meeting

Dr. Carl Feghali will serve on the board as President. Dr. William Scott will serve as Vice-President. Dr. Marshall Steel will serve as secretary/treasurer.

b. Elevator

Dr. William Scott inquired about the elevator, and what might be a worst-case scenario should something happen to it. Jami stated that the highest she had personally seen an elevator repair bill was approximately \$30,000.00 though that is no guarantee on a price and it could be more. There is routine maintenance done on the elevator to help prevent any major repairs and to help predict any major repairs that may arise. Management has only been aware of one recent issue with the elevator. Should there be any issues with the elevator, members are encouraged to call Bray so management is aware of the issue.

Management will obtain bids to have a full diagnostic done on the elevator so proactive and preventative repairs can be made if needed. These bids will include cleaning the interior to ensure it is in sanitary and presentable condition.

c. Thermostats

Dr. William Scott suggested the thermostats be updated to a modern electrical system. Management will obtain bids to have the thermostats converted to a modern system and present them to the board.

d. Re-Stripe Parking Lot

Both the front and back parking lots need to be sealed and re-striped. Management will obtain bids to have both parking lots done and the handicapped parking spots to be re-painted.

e. Leaf Cleanup

Leaf cleanup will occur either Saturday, November 19th or Saturday, November 26th.

f. Grass Strip in Parking Lot

During previous sidewalk repairs, the sprinklers for the strip of grass between the street and sidewalk was cut off. This has led to the grass dying, leaving the area as a dirt patch. Management spoke to the landscaper regarding the area, and per the landscaper there is no way to get water to this area. Due to this, the area should be graveled or have cement poured to ensure the area is more presentable. Photos of the area will be taken and sent to Management to ensure the correct area is addressed.

g. Stairs

The carpet on the main staircase needs to be cleaned or replaced. The carpet is beginning to wear and may need to be replaced. Donna Miller suggested the carpet on the main stairs be replaced with rubber stair treads, similar to what many hospitals have. This would help prolong the life and help reduce the amount of dirt. Management will obtain a bid for the board.

h. Gate Between Church Parking Lot and Association's Parking Lot

The gate between the church parking lot and the association's parking lot that was previously left unlocked and opened has sense been closed and appears to be locked. No one is aware of whom may have unlocked it.

i. Chairs

The chairs in the waiting areas appear to be disappearing. The Association has no record of the number of chairs, nor is there a set number of chairs per area. Should more chairs need to be ordered, Members should inform Management so they can be ordered.

j. Smoking Area

Dr. William Scott inquired about removing or moving the ashtray currently near the front entrance. Should the ashtray be kept, it should be 50 ft. away from the entrance. It was noted that there is a No Smoking Sign at the front entrance.

Removing the ashtray may lead to cigarette butts being left on the ground around the association. The association could become a smoke free campus, but enforcing this would be difficult.

The previously mentioned area of dead grass that is to be either covered in rocks or cement, could be used as a smoking area. This area would have concrete poured, a bench placed and the ashtray moved to this area. Signs would be placed stating "No Smoking Beyond This Point".

k. Cleaning Service

There are concerns regarding the current cleaning service. The current service is not cleaning to the standards expected for a medical office. A new cleaning service will be researched to replace the current service.

VIII. Adjournment

There being no further business, the Annual Meeting for 2016 was adjourned a 6:24 P.M.

Carl feghali

SIGNATURE

March 3, 2018

DATE

DRAFT