12-12-23 **BOD MEETING**

1. **Call to order** - 6:35 pm. **Location** – Online (via Zoom)
2. **Board members present:** Karen Chartier 4425, outgoing Board member, Cindy Lowe 4423, outgoing Board member, Christopher Wiggins 4431, Michelle Ranzinger 4430, Sylvia Fuller 4416, listening only due to connection problems. *Rick Figeley, absent.*

Morris Management: Kwasi Okyere, CMCA, AMS, PCAM.

1. **Quorum established:** Yes
2. **Board approves 10-10-2023 BOD meeting minutes.** November meeting was the Associations Annual meeting and a draft of the minutes were emailed to owners last month.
3. **New Business**
	* 1. **Board Member to assign Positions**:

CCCA didn’t have BOD volunteers last year, therefore the 2 yr terms that normally alternate are askew. Michelle will take a 1 year term. Rick & Michelle’s term will end next year (12/2024). Sylvia & Christopher’s 2yr term will end 12/2025.

Christopher Wiggins, volunteered for minutes/Secretary.

Assignments for Michelle Ranzinger, Sylvia Richards, Richard Figeley, will be decided at Jan meeting.

* + 1. **Special Committees.**

Karen Chartier, 4425 has volunteered to do front gate holiday decor & flowers.

Cindy Lowe, 4423 has volunteered to be landscaping/yard maintenance liaison. Donovan w/Controlled Rain frequently checks in with her for feedback.

* + 1. **MAINTENANCE REQUESTS**

**Kwasi requests maintenance items be put in using the Morris Management App/portal- AppFolio Portal.**

In AppFolio the request can be tracked by Kwasi & homeowner. The Board will receive a print out from Kwasi of maintenance items. If the Board receives emails for maintenance they will request owner put them in via the portal.



* Download AppFolio from your App Store.

OR

* Log in at <https://morrismanagement.com/contact-us#mmiselfserve>
* Scroll to Homeowner Portal & Login.

*\*Owners that do not use email or a computer call Morris Mgmt at 425.283.5858, ext 105.*

* + 1. **Approval by Email**:

The following items were approved by the Board via email during month of Oct/ Nov 2023.

* 11/1- approved $17,601.96 Guardian Gates (hinge replacement, replacement both operators, intercom phone connection).
* Approve to pay Kustom Restoration bill for $,2242.78- water mitigation & dry out due to chimney leak in 4432.
* Approve *estimate* for Chinook to replace chimney cap 4432- $1,600.
1. **Unfinished Business**
2. **4432 Chimney cap leak**
* Chimney cap replaced 11/29. Interior leak fixed.
* Gaps found in exterior Eaves & Fascia. Owner requests Kustom do this repair.
* Kustom Construction division stated- no need to evaluate fireplace as this is water repair not structural. Gas fireplaces are enclosed and a leak would not breach their outer protection.
* Drywall & paint interior repairs will be done when eaves & fascia are completed. One of our contractors/handymen will complete this work.
1. **Maintenance List:**
* 4410 front spigot leaking
* 4410 gaps between vinyl planks in fence.
* 4432 drywall & paint- tbd
1. **Meeting adjourned 7:20pm**

Next Board meeting Jan 9th 2024

Minutes by Karen Chartier, Secretary/Treasure