

Tudor Manor
Annual Meeting Minutes
October 20, 2014

In attendance: Steve Ambriz, President; Ken Miller, Vice President; Jared Buffington Sec/Treas; Emily Farner, Kerstin Tomas, Patrick Wong, Shannon McCarthy HOA Manager.

Proxy: Richard and Betty Sweetman

Absent: Chase Deforest, Alisha Horowitz, David Murphy.

I. Call to order at 5:30 pm: Steve Ambriz

II. Financial report.

Shannon read the financial report as of September 30, 2014

No 'out of the ordinary' expenses.

Operating balance: \$5,105.83

Reserve: \$24,439.21

Increase the insurance budget by \$600.00 annually

III. Manager Report:

A. 2014 Projects

1. Sprinkler system winterized
2. Boiler to be replaced
3. North side of building had work completed. New gutter and tuck pointing.

B. New Business

1. The balconies on the front of the building are the repair and maintenance responsibility of the units they are attached to.
2. The building will be getting an evaluation of all of the tuck pointing
3. Window washing is up to the individual units
4. Smoking: Steve will set into action the proper steps to have the building deemed smoke free. This would include the inside of the units as well. Steve will have surveys distributed to ascertain the proper information from each owner to proceed.
5. Boiler special assessment: The boiler will be paid from the association reserves. The reserves will be replenished by a special assessment to begin February 1, 2015 as a paid in full or the first of three equal payments. A letter with the amounts will be sent out by management.

IV. Adjournment