

**STAPLETON MANSION HOMES CONDOMINIUM ASSOCIATION  
BOARD OF DIRECTORS MEETING MINUTES  
FEBRUARY 7, 2024**

**CALL TO ORDER:** The meeting was held via ZOOM and called to order at 6:16 pm by President Dan Kempe. Members present were Carol Roberts and Verne Luxenburg. Terri McEntee and Cathy Ross represented Skyline Management.

**Homeowners Forum:** There were two owners present.

**Minutes Approval:** Minutes from the September 13, 2023 and October 19, 2023 meeting were reviewed. Dan motioned to accept both month's minutes. Carol seconded. Minutes approved.

**Financial Report:** The Board reviewed the October, November and December 2023 financials. It was noted at year end, the financials reflected that the expenses were \$35,465.12 under budget. Operating cash was \$36,056 and Reserves were \$217,448. Motion to approve by Dan and seconded by Verne. Motion passed.

**Management Report:** Terri discussed the situation where an Owner installed a new heat pump combo which is very large and obstructing a window of another unit. The owner has received a request to move the unit aside if possible.

**Old Business:**

- a. **Tree pruning:** is set to start and there is a committee fertilizing maple trees which is headed by Carol Roberts.
- b. **The Corporate Transparency Act:** was introduced to the Board with reporting requirements due by Jan 1, 2025.
- c. **2024 Annual Skyline Supplemental Charges** was presented and reviewed by the Board.
- d. **Building Signage was proposed.** Skyline to research vendors.
- e. **Welcome Packet:** An updated welcome packet from Skyline was proposed to include trash info, dues submittal information, quarterly Board meetings, HO6 recommendations and architectural guidelines as well as governing documents on the Website.

**New Business:**

- a. **Gutter Cleaning:** Skyline presented two gutter cleaning proposals, from Roof & Gutter Guys for \$8795 and Orion Contractors for \$14,700. Verne made the motion to accept Roof & Gutter Guys, seconded by Dan. Motion carried.
- b. **Bldg. 5 heat pump:** The Board reviewed the heat pump installed last summer that blocks part of the neighbor's window. This is an energy related installation which must be allowed but may have certain criteria. In this case, the owner did not request or receive the required Board approval prior to installation. Skyline to follow up with legal and the owner.
- c. **Annual Meeting:** The Annual Meeting will be held on May 22<sup>nd</sup>, immediately following the Quarterly Board meeting at 7pm. Both meetings to be held on Zoom. Notice, proxies and reminders will be sent to owners by May 1, 2024 with weekly reminders.
- d. **Second Quarter Board Meeting:** The Quarterly Board meeting will be held on May 22 at 6pm via Zoom.

**Adjournment:** There being no further business, a motion to adjourn at 7:37pm was made by Dan and seconded by Verne. Motion carried.