

**Nautica Soundview Condominium Association**  
**Regular Board Meeting Minutes by Zoom Teleconference**  
**Thursday, February 18, 2021 6:30 pm**

I. **Opening Business**

- A. Bill Weber called the meeting to order at 6:43 pm. Kathy had technical difficulties with getting sound on Zoom and had to call in.
- B. Directors Present: Bill Weber, President  Linda Mattoon, VP/Treasurer  Kathy Greenwood, Secretary  Mike Borden  Quorum: Yes  
 Manager: Tom Gish, Jr

II. **Owner's Forum**

- Owner asked what is being done about the mail thefts? Bill Weber answered that the doors are repaired after each break-in, but the best way to prevent theft is to ensure packages and mail is picked up promptly. The thieves are using crow bars to pry the doors open.
- When will the Downtown Business Association be sending annual assessments? Last year they proposed to the City Council that 2021 assessments be sent to the Condominium Association to collect from the owners. The City Council approved the change in billing practice. The Association will have a spreadsheet of what each unit owes.

III. **Reports**

- A. Minutes - Secretary emailed minutes to the Board on 2/14/2021. No corrections.

Date	Type of meeting	Method	Approved/Corrections
Jan 21, 2021	Executive	Teleconference	Approved as submitted
Jan 21, 2021	Regular	Teleconference	Approved as submitted
Nov 5, 2020	Budget Ratification by Owner's	Teleconference	Hold for owner's meeting

- B. Financial Report from Port Gardner – reconciled balances as of January 31, 2021.

Account Name	Balances
Operating	\$ 12,907.92
Regular Reserves	\$ 362,476.97
SA Reserves pre-paid monthly assessments (loan draw account)	\$ <b>254,208.02*</b>
SA 2020 Pre-paid lump sum special assessments	\$ 32,732.58
Total	\$ 649,417.57

\*holding for PBE pay App 3 \$415,467.69. Waiting for loan draw.

- C. Transfer Authorizations approved by two Directors:

Date signed	Total	From ACCT	To ACCT	For
2/9/2021	\$15,248.20	SA prepay	Operating	J2 Envelope consulting
2/9/2021	\$3839.43	Reserves	Operating	J2 Courtyard Drainage

D. Expense Reports - none

E. Loan Report – Kathy submitted first draw request. PBE pay app #3 \$415,467. 69. Available SA pre-paid funds of \$256,427. Draw request for \$159,039.72.

IV. **Unfinished Business**

A. Ratify Board decisions made by unanimous written consent:

Date Approved	Subject
2-7-2021	Approved reimbursing account 27819 \$40 for additional power used during roof leak mitigation.
2-14-2021	Denied account 25660 request for carpet pad reimbursement.

B. Construction Projects

**Envelope project** – Starting window installation in the A building with the 01 stack, then 12, 11, 10, 9, 7, 6, 5, 4, 3, 2.

C. General Maintenance and Repair

Contractor	Statement of Work	Estimate	Approved	Scheduled
Done Right Plumbing	J2 recommends cleaning courtyard drains and fixing the crack in the drain below the courtyard that is causing standing water in P2 garage.	\$400 per drain for cleaning		2/25/2021
McLeod	Roof scupper leak A-607 2/15/2021 Mitigation and repair.			2/23/2021

D. Other

1. Insurance and Audit Amendments – prepare for owner’s voting packet.
2. Prepare for Annual meeting – annual report and meeting presentation.
3. Directors – Lemmy Lim’s unit sale closed on Wednesday February 10<sup>th</sup>, so he is no longer eligible to serve on the Board. The board acknowledged unanimously that he no longer meets the qualifications to serve as a Director. This creates an opening on the Board.
4. Building Committee. (Tabled).
5. Resolution regarding unit structural modifications – pending preparation.
6. House Rules – should they be amended to exclude hot tubs on patios? Tabled.
7. Delinquent accounts – reviewed in Executive Session. Manager will send pre-collection letters to account 24947.
8. Fire Inspection – no access to 25 units. Due to weather conditions, only two technicians were available for the inspection, so the sprinkler portion was not done. They completed the alarm testing and the hallway smoke detectors. They will have to return on Feb 24<sup>th</sup> to do sprinklers and garage smoke detectors. Per customer service, there will not be a service charge for 2/15/2021.

V. New Business

1. Account 25017 carpet damaged due to water leak from slider. Tabled pending more information.

2. Property Insurance financing options. Bill moved to go with Option 2, Kathy seconded. The Board voted unanimously to select Option 2.  
Option 1 -- \$16,144.76 down + 1<sup>st</sup> months payment \$4958.57 = \$21,103.33  
Option 2 -- \$9662.34 down + 1<sup>st</sup> months payment \$5624.48 = \$15,286.82
3. Window replacement - 3 windows requested by Account 25009 estimated at \$1265.93. Board agreed to hold off until later in the construction project.
4. Signs – There was a suggestion from an owner that signs be posted on garage doors to remind residents to wait for the door to close before pulling forward. The board did not approve ordering signs.
5. Window treatments – until the contractor gives the go ahead on putting blinds back up, the white curtain rule will not be enforced.
6. There is a \$96 legal fee on the books for account 25023 (Tate). The unit sold in September. Kathy moved to write it off. Linda seconded. The motion carried. Action Kathy to let Liz know.

Bill moved to adjourn. Motion carried. Adjourned at 7:36 pm

Submitted by,

Approved on April 15, 2021

A handwritten signature in cursive script, appearing to read "Kathy Greenwood".

Kathy Greenwood, Secretary