



**Ultimar Three Condominium Association, Inc.
Meeting Minutes of the Board of Directors Meeting
April 20, 2024**

Call to Order/Roll Call

- Craig Smith called the Board Meeting to order at 9:16am in the Ultimar Three Club Room and via Zoom online.
- Directors Craig Smith, Tom Fiedler, Ken Jones, and Gus Fleites were present in person. Cleo Cabuz was present via Zoom. Also present in person were the association's Secretary, Jacky Schryver, and manager, Kristin Crockett.

Proof of Notice of Meeting

- Proof of Notice was confirmed by Ms. Crockett, posted more than 48 hours in advance.

Approval of Minutes

- Meeting minutes from the Board Meeting held on March 21, 2024 were moved for approval by Mr. Jones. The motion was seconded by Mr. Fiedler. The motion passed 5-0.

Report of Officers

- **Treasurer** – Mr. Jones mentioned that year to date through March, the association was approximately \$3,000 favorable to budget. Mr. Jones commented that Ms. Crockett has worked to collect aged receivables and has reduced the balance significantly since last fall. A major projects plan has been shared with owners, which will continue to be fine-tuned.

Manager's Report

- Ms. Crockett mentioned that the March manager's report had been provided to owners. Since the end of March, repairs were made to the treadmill and upright bike in the gym, P and R Coatings visited the property to review an expansion joint requiring repair on floor four south, Karins Engineering visited the glass block towers, minor elevator repairs were made by Otis Elevator, United Fire replaced a smoke detector, collections were completed for all unit fire sprinkler repairs, and a Sherwin Williams representative visited the property with Munyan Painting to discuss bidding on painting the exterior of the building. There was a fire alarm on limited floors recently caused by a faulty smoke detector, which was mentioned in the March manager's report. The Board members requested that the manager email the entire membership to explain the cause of any false fire alarms in the future.

New Business

- **Glass Block Towers Project Contract Decision** - Discussion ensued regarding the glass block tower removal project. A contract prepared by Dixie Construction was presented for approval. Mr.

Smith and Ms. Crockett had communicated with the contractor regarding a clause in the contract that allowed the contractor to make a claim for additional costs incurred, beyond the contract price, for labor, equipment, and building materials. Mr. Smith commented that he will work to get that removed, but its inclusion did not inhibit the Board's ability to vote on the contract. Mr. Fielder moved to approve the contract as presented, with the knowledge that Mr. Smith will attempt to get the clause discussed removed. Mr. Jones seconded the motion. The motion passed 5-0.

- **Glass Block Towers Wrapping Decision** – Discussion ensued regarding a proposal received from Dixie Construction to wrap the towers in a plastic wrap to secure it throughout storm season. The proposal was for time and materials. Mr. Smith and Ms. Crockett had communicated with the contractor to add a not to exceed price. Mr. Fielder moved to approve the proposal presented from Dixie Construction to wrap the glass block towers, with the potential to add a not to exceed amount. Mr. Jones seconded the motion. The motion passed 5-0.
- **Unit Alteration Form Decision** – Ms. Crockett introduced a Unit Alteration Request Form which requires owners to provide details to the association regarding the scope of desired unit renovations, the names of the contractors involved, and the insurance certificate for those involved in the intended project. Mr. Smith moved to accept the form. Mr. Fiedler seconded the motion. The motion passed 5-0. The Unit Alteration Request Form is attached.

Comments of Owners

- None.

Adjournment

- The meeting was adjourned at 10:32am.

Jacky Schryver, Secretary

Date