SECOND TIMBERS CONDOMINIUM ASSOCIATION BOARD OF DIRECTORS MEETING MINUTES: MAY 8, 2017

BOARD MEMBERS PRESENT: Kelsey Fox, Rebecca Holmberg,

Colin McDaniel

BOARD MEMBERS ABSENT: Ed Seibert, Alfretta Brashears

HOMEOWNER: Lucy Lister

CONTRACTOR: Heather Satterfield, Cowboy Mowing

Contractor:

Cowboy Mowing Account Representative Heather Satterfield gave an overview of the spring grounds maintenance tasks that have been completed. Tuesdays, weather permitting, is this season's mow day. The Board requested costs for six grounds projects.

Election of Board officers and terms: President: Rebecca Holmberg, 2020 Vice President Colin McDaniel, 2020 Secretary Kelsey Fox, 2020 Treasurer Ed Seibert, 2019 Director Alfretta Brashears, 2018

Board of Directors Meeting Minutes: A motion was made by Colin McDaniel, seconded by Kelsey Fox, and passed unanimously, to approve the March 13, 2017, minutes as written.

2017 Annual Meeting Minutes:

The Board reviewed the 2017 Annual Meeting minutes which will presented to the membership for approval at the 2018 Annual Meeting.

Financial Statement:

The Board reviewed and accepted the April 2017 statement prepared by CPMG, subject to audit.

Association Manager's Report: Lynda Reifman
*A motion was made by Rebecca Holmberg, seconded by Kelsey Fox,
and passed unanimously, to ratify the CPMG Administrative
Services agreement.

*A motion was made by Colin McDaniel, seconded by Rebecca Holmberg, and passed unanimously, to ratify the McClenny Moseley & Associates legal services contract. *A motion was made by Colin McDaniel, seconded by Rebecca Holmberg, and passed unanimously, to ratify the Clark Lodge Public Adjusting contract. *The Board reviewed three bids for the sweeping and re-striping of the Association's asphalt. A motion was made by Kelsey Fox, seconded by Colin McDaniel, and passed unanimously, to accept the bid submitted by APEX Pavement Solutions in the amount of \$1,169.00. Kelsey Fox volunteered to meet the contractor on site prior to scheduling the project. *The Board discussed the proposal submitted to wash the entryways and stairwells. Lynda Reifman will contact the contractor who previously provided this service and request a bid.

*The Board did not act on a tree spraying proposal submitted by Cowboy Mowing until additional information is provided. *Installation of exterior sewer clean outs for Buildings F, G, H and J has been scheduled by Peak Mechanical. Exterior clean outs at Buildings L and K have previously been installed by A Mile Hi Sewer & Drain. *The Board provided a list of items for inclusion in the

Board Member Topics:

Spring newsletter.

*The dog waste station bags should be refilled.

Homeowner Topics:

*The stairwell light at F6 and L3 are out.

Next Meeting: July 10, 2017

Adjournment: 6:56 p.m.