

MINUTES OF BOARD MEETING

Association: Pacific Street Townhomes Owner's Association, Inc.

Date: October 20, 2014

Location: Via Conference Call

Directors Present Becky Lewis, Trent Hein

Others Present Hilary Swenson (Full Circle), Dan Witkowski (Full Circle)

Call meeting to order 1:05 p.m. MDT.

Roll call. Proof of notice. No objections to notice.

Determination that a quorum of 2 directors is present.

Motion by Becky Lewis, second by Trent Hein, to approve the minutes from the board meeting on December 18, 2013. *Motion passed unanimously.*

Discussion of the proposed budget including 2014 estimated actual is very close to budgeted, reserve funding and painting funding, insurance renewal, 2015 expenses remain the same but no refund from 2014.

Motion by Becky Lewis, second by Trent Hein, to present the 2015 Proposed Budget as drafted to the owners for approval. *Motion passed unanimously.*

The board directed Full Circle to e-mail the owners re board vacancy nominee for the annual owner meeting.

Full Circle will draft an e-mail for Trent Hein to send to Tommy Lusk regarding the board approved parking sign and to get his input. The board will decide if we can proceed with the sign installation or if we need to address the owners at the meeting.

The annual owner meeting is scheduled for Monday December 8, 2014 at 1:00 p.m. MST.

Full Circle will send the meeting notice out soon and a reminder in early December in an effort to get a strong owner presence at the meeting.

Dan updated the board on the pending mechanical repairs. 1. Pipe/Concrete repair. We have not been able to get anyone to do the repair. 2. Exhaust venting configuration and utilities location. It is a complicated repair. The board may want to consider having

the individual unit owner be responsible for the mechanical repair. The board may want to consider getting legal guidance re the duty and unit boundary and responsibility that the HOA has to fix this condition.

Full Circle will draft a list of questions to be approved by the board to be able to get legal advice regarding the mechanical repair issue and an estimate cost for the 2015 Budget.

Meeting adjourned without objection at 2:01 p.m. MST.

THE FOREGOING MINUTES WERE APPROVED BY THE BOARD OF DIRECTORS AT THEIR MEETING HELD ON September 17, 2015.

Signed: /s/ Hilary Swenson, Full Circle HOA, Manager