

Big Trout Condominium HOA

Board Meeting

Meeting called by: Dg Garcia

Minutes, Secretary: Chris Lowe

Type of meeting: Board Meeting

Location: Liberty Lake Municipal Library & Zoom

Attendees: Dg Garcia (President), Chris Lowe (via zoom) (Secretary), Roger Liermann (Treasurer), Dale Robbins (Vice President), Tim Liese (Member At Large), Residents: Sharon Hilditch, Jan Piger, Karen Nehls, and Talia T (via Zoom),

Time: 6:00 PM

Minutes

Dg Garcia called the meeting to order at 6:05PM and asked if anyone in the audience or on zoom objected to the meeting being taped and no one in the audience or on zoom objected.

Roger Liermann Called a point of order and made a motion that line action item 7 A&B be removed and seconded by Tim Liese. Passed unanimously.

Dg Garcia moved to have meeting minutes from previous meeting approved and was seconded by Dale Robbins. Motion passed unanimously.

President Report

Dg: reminded everyone to please use the proper decorum during this meeting and to raise hand before speaking.

Directors/Officers Reports

Director: Chris Lowe and Director Tim Liese: Keyless Entry System- Chris presented a PowerPoint presentation to the board of the association 4 options of lock systems, which included 1 company (Access Unlimited) that did not want to provide a quote for services to the HOA. The 3 options that were provided to the board were Linx Integrated, Allied security and Butterfly MX. Chris explained that prior to the key fob system we have now, we had a key system where every owner had a key that worked the gate and workout room. The problem we had was they could make copies of those keys and was not secure. So in about 2012 or 2013, the board at that time voted to have a key fob system installed. Chris explained that what Gil must do is once he programs a key in the computer software; Gil must then come onsite and upload a file to each door latch to update key fob information. We have been band-aiding this system together for quite some time now. We are now to a point that we cannot update anything further and need to look at upgrading the system. Chris explained the software for this lock system is no longer supported by Schlage, which this is their system, and we cannot revert in Windows versions as new computer hardware is not supported by older versions of Windows.

Chris then explained that some of the quotes that we were seeing were quotes that had been brought forward from what Gil had put together for the previous board. Chris did reach out to both Allied and Linx integrated as their bids were only good for 30 days. Both vendors were willing to still accept their quote and price. Chris did mention he asked Linx for clarification on their quote and they had to adjust some items on it. He explained he wanted a basic system.

Chris then explained each of the keyless entry systems, their pros, and cons of each, what was required of the HOA and what the cost would be. Tim explained the Butterfly system. Linx would cost \$12 a month for cloud storage. Allied \$89.95 a month cloud storage with a 3-year commitment. The HOA would have to modify the pool gate to accommodate for magnetic latch.

Tim then explained the Butterfly MX system. Tim mentioned it's close to the system we have now. Tim explained there would be an initial install cost of \$3000 and hardware was around \$3000 and then a yearly fee of \$300 for cloud storage. It takes a key fob and can also use a phone to gain access though NFC technology. Key fobs will work offline if we lose power, but the phone portion of the system would not work if the internet went down.

Karen Nehls, a resident asked if she still had her key fob to the current system could that still work with the new system. Tim explained that until we have the new system, it will continue to work.

Chris explained they only quoted it for 2 keyless systems. Chris also mentioned that the board has the choice of either going only with this system, or not allowing phones to be used with this system. It can also do phone and fob.

Sharon Hilditch a resident voiced a concern over using phones to gain access to any area of our amenities. She recommended to the board to stick with fobs.

Chris Lowe explained that the Lynx system costs \$12,538 and fobs and cards are not included in the cost as the board can pick which they would like to have. The cards cost \$1200, and fobs are \$2500. The allied system cost \$6999 plus tax. The Butterfly system would cost \$3250 plus tax plus \$100 per smart lock plus around \$3000 for install.

Sharon Hilditch asked what a smart lock was. Chris explained it's a device.

Roger Liermann asked what the cost of modifying the doors would be. Chris explained that we did not have a quote to have that done and that Gil had proposed having Vaughn modifying the gate. Chris estimated, based on his job that it would be between \$500 and \$1000.

Roger Liermann asked if there was only one gate to be modified. Chris answered with yes.

Dg Garcia asked how many fobs and cards each household gets. Chris explained that in the bylaws that each household gets 1 key fob or 1 card. He explained that if the board chooses to allow phones that they then would not be receiving a key fob.

Tim asked why our current system is not repairable. Chris explained the handheld and software are now outdated and no longer have support. Tim asked about finding an older version of windows to continue using the software for the system. Tim asked if the system has stopped working. Chris said yes. Chris and Sharon both explained we have been experiencing issues 2 versions of windows ago.

Tim Liese explained he would like to see us stick with an offline system because of the instability on the internet and the simplicity. He's also expressed concern over the camera system in the pool area. He thought having cameras at the entrance and exit were sufficient for the pool area.

Chris explained the cost of the camera system and the lock system remains the same price wise, regardless of if we get cameras or just the lock system. He felt that having them voted on separate would be the best way to move forward.

Roger Liermann asked why we needed to do this now and not wait till maybe next year. Chris mentioned that Gil's code is currently being used by some owners because we cannot program any fobs. Gil's code is currently a 24/7 access, and anyone can use it. The longer the board waits, the more the cost will go up. We currently have a security violation.

Sharon Hilditch mentioned that in her experience, she saw the value of having a complete system which she thought works best.

Dg Garcia made a motion to accept all bids (Allied, Linx and Butterfly) and to vote on Linx as the system we use. Chris seconded. Tim then mentioned that Linx is very expensive, and we have another cheaper option, Moon Security. Dale also agreed with Tim that we should wait till we get a quote from Moon Security, who is a local vendor that would provide us with a quote on cost for install and product. Tim would meet with them on Friday to get a quote. Dale commented that he felt it was too premature to vote until we have Moon Security's information. Roger agreed with Dale and Tim. She then rescinded her motion because Moon Security had not been mentioned and she agreed that we should wait to hear what Tim had to say about Moon Security, perhaps securing a quote. Dale seconded. Chris, Dale, Dg, and Tim voted in favor; Roger abstained. The motion to allow another vendor to provide 1 more quote passed 4-1. This will be brought back to our August board meeting.

Focus Issue #2 Camera System- **Chris Lowe** explained the camera system issues: Re. Graininess, Security, – sourced other vendors for price, quality, and functionality.

Tim Liese asked about what the security concern is with the pool. Chris explained we have had people hop the fence after it was closed, pool furniture has been broken, and people have been in the spa after hours and protecting our investment.

Jan Piger asked how often the vandalism happens, Chris mentioned approx. 4-5 times a year. Sharon also mentioned that the board was concerned at the time we installed these cameras. Sharon did mention the image of folks on that camera that looks out to the pool and spa are small and the pool camera mainly focuses on the pool fence. Tim asked if the cameras have audio. Chris said no, however, the cameras that are being proposed do record audio. Tim said recording audio at the pool is illegal. Chris mentioned the current cameras do not record audio. Tim mentioned there is 2 separate issues- what do we want and what do we want our policy to be. Dg mentioned she had been working with the Chief of police and looking at their cameras. The system they use is called a flock system.

Chris made a motion to postpone voting on the camera system because our current system still does work and give us a chance to look at the legality of recording. Tim seconded. Tim asked what our current policy as to who can look at the cameras. Chris explained we currently do not have a policy in place. Chris mentioned it is only viewable at the DVR.

Tim Liese asked to have a policy put in place in the future, Dg explained we can certainly do that, but the policy is not currently a part of the motion. Motion passed unanimously.

Focus Issue #3: Fencing- Chris then talked about walking the property with Roger to look at fence issues. He presented to the board and members of the association pictures of damage to the fence.

Chris mentioned about having a neighborly fence with Big Trout Lodge apartments and splitting the cost of the fence with them, being it separates the 2 properties. Chris mentioned that at the last meeting we had, someone had asked about removing the fence and Chris explained in his opinion that we should keep the fence.

Tim Liese asked Chris because he liked the fence. Chris mentioned it gives a visual distinction between the properties and then there is also the issue of mowing and who will cover the mowing in that area.

Dg Garcia asked if we must look at it as a good neighbor fence because we don't know who owns the fence. She liked the delineation between the 2 but who owns it.

Sharon Hilditch mentioned that the fence was installed when the conversion from apartments to condos happened.

Chris Lowe made a motion to postpone voting on the fence until we can determine who owns the fence and because we can make it work for one more year and currently do not have any quotes for any fence repair. Seconded by Dale. Motion passed unanimously, to deferred to next year.

New Business. Dg Garcia mentioned that at our August meeting, we will re-visit the quotes from the lock system again. She then asked the association and board if they had anything they wanted to be added to the agenda for August and maybe looking at policies. **Sharon Hilditch** wanted to add the community picnic, **Chris Lowe** asked when we would be working on a budget. Dg mentioned the board would be meeting later to work on the budget, but the budget would not be brought up at the August meeting. Chris wanted to add parking passes.

Focus Issue #4: Citizen Comments. **Karen Nehls** asked about the lawn care team and whether they are new or not. Dg said they are new. Dg mentioned we may bring that up at our next meeting and we may have Tim look at that as he will be looking at policies.

Sharon Hilditch mentioned that she has not complained about the lawn care but that they are leaving a bunch of clippings in the drives throughout the complex. Dg Garcia closed citizen comments. **Dg Garcia** stated that the board would move to executive session after citizen comments. Citizen Comments Closed.

Focus Issue #5: Issue 5 was skipped and director's comments resume with #5 - **Insurance.**

Roger Liermann was under the weather and asked **Dale Robbins** to provide his director's report on the insurance. **Dale Robbins** reported that Roger had been in contact with our insurance agent, Allied, on June 30th requesting meeting with him and Dg. Roger had multiple questions that he wanted to ask them. The association has had this insurance company since 2007 and during this period, our association has had \$1,691,634.74 in Losses incurred with 10 claims and 5 claimants, \$333,712.47 in losses paid, expenses paid were \$66,435, salvaged was \$34,417.11. No further information was able to be provided until after Roger and Dg meet with the insurance agent.

Focus Issue #7: **Dg Garcia** moved to enter an executive session at 7:26PM. Seconded by **Roger Liermann**. Dg mentioned the topic of discussion was management contracts. Dg, Chris, Roger, and Dale were in favor, Tim abstained. Motion passed 4-1. Meeting adjourned at 7:45 pm.

Resume Regular Meeting: **Dg Garcia** moved to open regular session at 7:45 pm. Seconded by Dale. Dg, Chris, Roger, and Dale were in favor, Tim opposed. Motion carried 4-1, and explained we did not vote on anything in executive session. Dg made a motion to have the president seek out an attorney for legal clarification on the RPM's contract and have the attorney come back and talk to the board about what our next step we could take. Seconded by Dale. **Dale Robbins** mentioned we have spent a lot of time on this. We need to ask the attorney what the effective date of the 60 days is. Dg modified the motion requesting the board grant the president authorization to seek legal counsel re. HOA's and property management. Seconded by Dale. Roger suggested that if we are going to do this that Dale be included with Dg. Dg modified the motion to ask the board to grant Dg and Dale the authorization, on behalf of the board and the association, to bring back a legal interpretation from an attorney. Tim determined that an email response was sufficient to be sent to the board. Seconded by Chris. Motion was voted, Chris, DG, Dale, and Tim voted in favor of the motion, Roger Abstained. Motion passed 4-1

More discussion: **Tim Liese** asked about placing a maximum of \$1000 on the search. Dale mentioned that the cost could be higher than that based on his experience with lawyer fees. Dg said we would need to vote on that. Tim made a motion to have Dg and Dale get an estimate of what it would cost us and have that brought back to the board. Roger seconded. Chris mentioned we keep prolonging this issue and we must get a new management company. He also mentioned that we can trust our board members (re. Dg and Dale) and they will do what is in the best interest of this association to get an answer for us and not require an estimate. Tim's motion was voted on- Tim and Roger voted in favor. Chris, Dg, and Dale voted in opposition. The motion failed.

Dale Robbins made a motion to adjourn, seconded by **Dg Garcia**. Pass unanimously.

Meeting was adjourned at 8:39PM

These minutes are submitted respectfully by Chris Lowe, Secretary