

Board of Directors Meeting

May 25, 2017

A meeting of the Terrace Homeowners Association (B) was held on Thursday, May 25, 2017 at 6:30 p.m. in the Eagle Library conference room.

1. **Call to Order/Establish Quorum.** The meeting was called to order by Michael Dunlevie, President, at 6:40 p.m. Directors in attendance were Michael Dunlevie, Jane Tully, Andrea Messier, Scott Schreiner, Ken Nager, and Paul Novak. Andrej Birjulin, a survey/research consultant was present. Eileen Jacobs of Mountain Caretaker was present.

There being no objection from those present, the survey agenda item was moved to the top of the agenda as a courtesy to Mr. Burjulin's time. Andrej said he was looking for input from the Board as to needs and objectives of a survey prior to finalizing a proposal. He then gave an overview of his background and experience in conducting surveys and research. He explained various methodologies used including Survey Monkey and paper/pencil for those who do not use a computer. The survey would include demographics such as primary residents versus investors and length of time living in the Terrace. He estimated a 3-4 week turnaround to do an initial draft of the questions after he has gotten the information from the Board as to areas to be addressed in the survey. The Board will have the opportunity to review and revise questions prior to finalizing the survey.

After Mr. Burjulin left, the Board discussed the two survey consultants. The range for both firms is \$5,000 to \$7,000. Upon motion duly made and seconded, the Board unanimously approved authorizing Michael Dunlevie to accept a proposal from Mr. Burjulin if it is within the \$5,000 to \$7,000 range. The proposal will be sent to all Board members upon receipt with an opportunity to comment. Barring any objections received, Michael was authorized to sign and move the survey development forward.

The order of the published agenda was resumed.

2. **Member Open Comment.** There were no members present to offer comment.
3. **Approval of Minutes.** Upon motion duly made and seconded, the minutes of the March 30, 2017 meeting were approved unanimously.
4. **Financial Report.** The financial report was distributed previously and there were no questions or concerns. Scott noted he has obtained an estimate from Elam Construction for doing an overlay of the bike path and it came in at \$59,000. The reserve study had \$85,000 for this project.
5. **Committee Reports.**

East Entrance. Andrea Messier reported that the committee has selected a large rock that will cost \$1500 with engraving. Two smaller rocks will be selected as well at an additional cost.

Delivery and setting the rocks will be an additional charge. Matt Hayden is contacting the Town about sign regulations.

6. **Old Business.**

- a. Survey. This was discussed earlier in the meeting.
- b. Governing Documents Amendment. No action taken as the survey will need to be completed before this can begin.
- c. Election of Directors. Eileen presented a list of 8 nominees and was directed to contact all nominees for acceptance and to request an optional statement to be sent to homeowners to help homeowners make an informed decision.

7. **New Business**

- a. Andrea asked about the drainage on the north side of the Terrace. Michael has contacted the Town, but was advised to wait as there was a lot of staffing changes in progress. He will follow up again.
- b. Community Event. Andrea said she did not have time this year to coordinate a community event. It was decided to wait until the next meeting of the Board and to target an early September community get together rather than mid-summer.

8. Adjournment. There being no further business to come before the Board, the meeting adjourned at 7:35 p.m.

Respectfully submitted,

MOUNTAIN CARETAKER, INC.

By: _____

Eileen Jacobs