

**MTCA Executive Board
Called Meeting
August 27, 2016
McClure Residence – Unit #306
11:00 A.M.**

Present: Board: Phil Kabler (#232, Vice President), Sue Hevener (#213), Rita Douglas (#101); **Unit Owners:** Jeff Rabatin (#109), Lawrence Fine (#110), Pat McClure (#306, Interim Secretary), Tim Maddox (#301); **Bookkeeper:** Nancy Taylor

Business Conducted: The purpose of this meeting was to review the two bids for the Walton Roof, one from Harris Brothers (\$34,115.00) and the other from IBC Roofing (\$39,916.00). Tim has had difficulty getting a bid from Classic Construction, who also indicated they could not start the project in the near future. Thus it was decided to examine and compare only two bids. Tim, in an e-mail dated 8/21/2016, detailed ways in which the two bids might not be comparable.

The consensus of those present was that this project is urgent. It was requested that Nancy Taylor be present at this meeting to review MTCA financials. Because the Executive Board will be requesting a special assessment from owners, members present indicated a need to further explore how to get owners who are delinquent in their accounts current. We reviewed how liens had been processed in the past.

Rita Douglas moved, seconded by Sue Hevener, that liens will be filed against owners who are delinquent for 90 days and owe an amount equal to or greater than one month's assessment on their unit. Notices will be sent out by the bookkeeper at 30, 60, and 70 days to indicate that a lien will be filed at 90 days and other avenues to ensure payment will be pursued. Pat was instructed to research the lien form.

Jeff, as chair of the Property Committee, asked that invoices for lawn and maintenance come to him. Because of his travel schedule, those invoices may be dropped off at Lawrence's unit. The Property Committee currently consists of Jeff, John McClure, and Tim Maddox. The Property Committee is somewhat concerned about items on porches. Pat is to research with the insurance company whether MTCA's policy permits grills on porches.

Nancy Taylor reviewed budget figures, explaining that the reserve fund must be maintained as it serves as collateral for the line of credit (incurred when we repaired the backs of the 100s units). Jeff expressed the philosophy that monthly dues should be high enough that large special assessments are not incurred in the future. While the August 29 meeting is specifically targeted to make a decision about the Walton roof, owners will be advised that the overall budget (operating expenses, reserves, etc.) will be revisited at the December meeting. A spreadsheet has been distributed that shows the impact of a \$35,000.00 project on each unit.

The Board went on record as favoring the Harris Brothers bid. Sue Hevener moved (seconded by Rita Douglas) that the Board accept the Harris Brothers bid, if the ownership so decides to approve the expense of replacing the Walton roof. Motion carried. Tim will check with Harris

about the availability to do the project. Owners will be asked to pay their special assessment within 30 days, and if unable to do so, contact Nancy about payment options.

Tim will present a slide show detailing the need for the roof replacement. Nancy will discuss MTCA's financial picture.

Respectfully submitted,

Pat McClure
Interim Secretary