

# Liberty Square Condominium Owners Association, Inc.

## Board of Directors / Meeting Minutes

February 7<sup>th</sup>, 2024

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The meeting was held virtually via Zoom and was called to order at 5:02 p.m. Present were as follows:

Geoff Clarke	President
John Adams	Secretary
Chris Varga	Treasurer
Derek Patterson	Property Manager

A Board packet was issued by email before the meeting.

### **Hearings:**

None.

### **Owner's Forum:**

There were no suggestions or comments submitted.

### **Secretary's Report:**

The November Budget and Annual meeting minutes were approved as submitted. The November organizational meeting minutes were approved and submitted.

### **Financial Report:**

Total Cash as of December 31<sup>st</sup> is \$118,662.83 with \$273,384.24 in Reserves. Operating expenses were \$44,516.61 under budget for the year. Reserve funding was fully funded. The Income Statement and Cash Disbursement reports were reviewed.

The Aged Receivables report was reviewed.

### **Manager's Report:**

Mr. Patterson provided additional updates on the clubhouse's recent freeze/water loss. The furnace failed again, resulting in a second pipe freezing in the women's sauna room. A bid for a new furnace (no a/c) was reviewed. A motion was made to approve the bid, which carried 3-0 in favor. The restoration bids were reviewed with four different areas and options. Discussion followed. It was agreed not to remove the items being stored in the clubhouse now. A motion was made to approve three bids, which carried 3-0 in favor.

The draft Bylaw amendment, submitted by the Association's law firm, was reviewed, allowing the Board to increase the number of members from three to five. A motion was made to approve the amendment, which carried 3-0 in favor.

The draft Covenant amendment, submitted by the Association's law firm, which would remove the dog prohibition from 2006, was reviewed. It was agreed to issue the mailed notice to begin the voting process.

The Board reviewed three volunteer applications to serve. After review, a motion was made to appoint Mr. V. Wall and Mr. J. Davis to the Board, which carried 3-0 in favor.

**Old / New Business:**

There was discussion about creating an association-owned website, which would be administered by the HOA (Board or Manager) and is not associated with the management company. After the initial creation fee, yearly website hosting is the only expense. Discussion followed. A motion was made to approve the bid, which carried 2-1 in favor.

There was a discussion about the janitorial contract work provided by Mitchell Landscaping and the plan not to renew the contract for 2024. It was later learned that the original contract was signed/dated December 22nd, 2021, and the Lawn contract was signed/dated April 11th, 2022. The contract will remain in place for 2024 and will not be renewed next year.

A copy of the Association Insurance Certificate was reviewed.

The 2022 Tax returns were completed, no funds were due.

Mr. Adams and Mr. Patterson briefed the Board on an active sewer backup in his unit (actual dirt is backing up in the tub). There is an underground break in the line.

There being no further business, the meeting was adjourned at 5:50 p.m.



Derek Patterson  
Property Manager