Lines III Condominiums Residential Owners Association

Board of Directors Meeting Minutes

May 14th, 2026 | 6:00 PM | Zoom

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1. **Call to Order and Roll Call:** The meeting was called to order at 6:04 PM by Laura Brown, Association Manager. Directors Present: Candice Hart, Conlan McGough. A quorum was established. The Board acknowledged the current board vacancy, upcoming resignations, and encouraged interested homeowners to consider volunteering to serve the community.

2. **Approval of Previous Meeting Minutes:** Minutes from February 10th, 2026 were reviewed.
    a. Motion: Conlan, Second: Candice. Vote: Unanimously approved.

3. **Seasonal Maintenance Contracts:**
    a. Landscaping and Open Space Maintenance:
        i. Management provided an update regarding ongoing landscaping and common area maintenance. The Board discussed maintaining a clean and natural appearance throughout the property while remaining mindful of overall operating costs and expected drought conditions this season.
        ii. The importance of monitoring irrigation efficiency, minimizing unnecessary water usage, and maintaining communication with landscape vendors regarding sprinkler performance and repairs was discussed. The Board also reviewed expectations for routine maintenance, grounds upkeep, and resident cooperation in maintaining community appearance standards.
    b. Irrigation Schedule and Expected Drought Conditions: The Board reviewed anticipated drought concerns for the 2026 irrigation season and discussed the importance of responsible water management. Management noted that irrigation schedules may need to remain limited depending on water availability and weather conditions throughout the season.
        i. The Board emphasized the importance of water conservation efforts and proactive communication with residents regarding any future restrictions or operational changes.
    c. Tree Maintenance: The Board reviewed general tree and shrub maintenance needs throughout the property and discussed continued monitoring of landscaping health and potential future trimming or removal as necessary.

4. **Phase 1: Exterior Maintenance Update**
    a. Review of Contractor Timelines, Budget Adherence, and Next Steps: Management and the Board reviewed ongoing exterior repair and roofing projects currently underway throughout the community. Updates were provided regarding completed structural repairs, deck improvements, and roofing work. The Board acknowledged that additional repairs were identified during construction which increased overall project costs beyond original expectations; however, the work was considered necessary to properly address long-term building conditions.
    b. The Board discussed contractor responsiveness and overall project quality and expressed appreciation for the continued progress being made.

c. Additional discussion occurred regarding water pooling concerns near the Aspen Building stair area. The Board reviewed concerns related to concrete settlement and drainage issues near the base of the stairs. Management was directed to continue coordinating with contractors regarding repair recommendations and estimates for corrective concrete work and flashing improvements.
d. The Board also discussed continued monitoring of building caulking, paint conditions, decks, and exterior components throughout the property. Residents were encouraged to report maintenance concerns promptly through the AppFolio system.

5. **Financial Review**
   a. Review of YTD Financials: Management reviewed the April 30, 2026 year-to-date financial reports with the Board. The Association currently reflects total cash assets of approximately $235,731.37, including: Operating Cash: approximately $131,627.96, Reserve CD Account: approximately $78,839.14, Reserve Funds: approximately $25,264.27
   b. Management reviewed current income and expenses, including ongoing roofing and exterior repair expenditures associated with the special assessment projects. The Board acknowledged that project expenses currently exceed normal operating budget levels due to major capital improvements occurring this fiscal year.
   c. Management also reviewed delinquency balances and ongoing payment plans associated with special assessment accounts. The Board discussed the importance of continued collections monitoring while working cooperatively with owners whenever possible.
   d. The Board discussed reserve planning and future reserve study considerations. Management explained the importance of long-term reserve planning, transparency, and continued financial monitoring to ensure future capital repair needs are adequately addressed.
6. **Community Comment**:
   a. Residents participated in community comment and discussed several community concerns and maintenance topics, including Dog waste throughout common areas, exterior maintenance concerns, water pooling near building stairs, and general community upkeep and landscaping expectations.
   b. The Board discussed potential solutions related to dog waste concerns, including additional signage, owner education, and potential enforcement measures if issues persist. Residents were encouraged to remain respectful of neighbors and promptly clean up after pets for health, safety, and community appearance purposes.

7. **Old Business:** The Board discussed ongoing project oversight, reserve planning, and continued monitoring of capital improvement projects. Management also reviewed general operational procedures and owner communication expectations moving forward.

8. **New Business:**
   a. **Board Appointment and Upcoming Board Transition:** The Board discussed upcoming volunteer needs and the anticipated resignation of Candice Hart following the closing of her home sale.

b. Discussion occurred regarding appointing Katherine/Jack to the Board in order to maintain a three-member Board during the transition process. The Board reviewed banking procedures and future signer updates associated with the Alpine Bank accounts.
    i. A motion was made by Candice Hart to appoint Katherine/Jack to the Board of Directors, subject to final confirmation and onboarding coordination. The motion was seconded by Conlan McGough and unanimously approved.

c. A second motion was made by Candice Hart to remove Candice Hart as a signer on the Association's Alpine Bank accounts upon resignation and to add Conlan McGough and/or the newly appointed Board member as authorized signers, with reserve accounts requiring two signatures for withdrawals. The motion was seconded by Conlan McGough and unanimously approved.

d. Next Board Meeting: The next Board Meeting was scheduled for **September 8, 2026 at 6:00 PM via Zoom.**

9. Motion to Adjourn: There being no further business to discuss, a motion was made by Conlan McGough to adjourn the meeting. The motion was seconded by Candice Hart and unanimously approved. The meeting adjourned at approximately 7:02 PM

Drafted by:
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Approved by the Board of Directors on 9/10/2026