

RIVERWALK MASTER ASSOCIATION  
MINUTES OF A REGULAR MEETING OF THE BOARD OF DIRECTORS  
Tuesday, April 18, 2017

The Board of Directors of the Riverwalk Master Association met at the Riverwalk Clubhouse. Members Alspector, Milash, Taylor, Wagner, and Wingate were present. Members Murphy, Abendroth and Zinke were absent. Association Manager Sherry Clausen was present. There was not a representative from Belmont. President Alspector called the meeting to order at 7:00 p.m.

Open Forum: Three residents attended. A resident inquired about a date for opening the pool. The pool will open between May 17<sup>th</sup> and May 26<sup>th</sup>. Open Forum was closed at 7:01 and the regular RMA business meeting called to order.

Approval of Minutes: It was moved by Wingate and seconded by Wagner to approve the minutes of the March 21, 2017 meeting; approved unanimously.

Standing Committee Reports: Finance: Treasurer Milash reported. The Operating Income for March was \$33,561 with a variance of \$1,939 over the expected amount of \$31,622. This excess is due to legal collections and non-resident rentals. The total Operating Income of \$264,739 for the fiscal year beginning August 1, 2016 was \$11,765 over the expected amount of \$252,974. The Operating Expense for March at \$23,822 was \$5,796 under the budgeted amount of \$29,619. As of the end of March, the Association was 2% under budget for the year beginning August 1, 2016. Four months remain in the fiscal year with the RMA in good financial standing.

The Reserve Fund received the monthly transfer of \$7,104 in March with the total Reserve Fund totaling \$308,670. This amount includes a payment of nearly \$70,000 by RMA's insurance carrier for roof repairs necessitated by storm damage. Repairs commenced in March and will be completed by the end of the summer season.

In March, there were 19 delinquencies (down from 23 in February) totaling \$6,889 (up from \$5,222); 8 of the delinquencies exceeded \$500 and account for \$6,889 (87%) of the total amount due. Following a generous grace period attributed to the transition to KC & Associates, all accounts are being followed-up using the delinquency protocol put in place by the RMA, including being placed in the hands of attorneys for appropriate action as dictated by policy.

Clubhouse Operations: Manager Clausen reported. Six private rentals were held in March and five additional contracts were written for upcoming events, bringing the total booked for the current fiscal year to \$29,000. Resident events featured Jazz @ Riverwalk, a St. Patrick's themed "Suds and Spuds" potluck, community coffee, book club, low-vision workshop, pizza & movie, out-to-lunch, plus a line-up of regularly scheduled monthly activities. Maintenance included certification of backflow systems, irrigation start-up, and repairs to plumbing, fitness equipment, and replacement of the spa auto-fill. The pool was scheduled for opening between the 17th and 26th of May and bids were processed to replace the exterior locker room doors.

Old Business: LPD Traffic Control Follow-up (smart trailer, east side): Traffic Sgt. Arlan Kluth placed the City's "Smart" trailer on the east side of Riverwalk Circle on the 13th of April. As a follow-up to Jim Taylor's inquiry, Manager Clausen asked if the trailer could be re-positioned to measure incoming traffic for the second phase of the monitoring test. When asked about enforcing the City's parking regulations within the community, Sgt. Kluth informed that only the following moving violations can be enforced:

1. Careless Driving

2. Reckless Driving
3. Unsafe Backing
4. Driving Under the Influence of Alcohol or Drugs
5. Hit and Run - (traffic accidents)
6. Parking Offenses, (fire lane, handicapped)

Old Business: Paver Repair/Replacement: Woodward Masonry reported that the test phase for paver repair was successful and they should be able to begin the project after May 1st.

New Business: Call for Volunteers: FY17 Reserve Study Committee (due to Budget Committee 06/06/2017): Wingate, Taylor and Manager Clausen will serve on the Reserve Study Committee. Alspector will serve as alternate if needed on committee.

New Business: Call for Volunteers: FY17 Budget Committee (due to RMA for approval 06/20/2017): Wingate, Milash and Manager Clausen will serve on the Budget Committee. Alspector will serve as alternate if needed on committee.

New Business: Electronic Access: Access during Transition: During the installation of the new locker room doors and surveillance system, residents will be unable to access the fitness room before and after hours through the pool area, then locker room. It was moved by Wagner and seconded by Wingate to rekey the east door with the lock for the pool gate to ensure fitness room access before and after hours; approved unanimously. It was moved by Wagner and seconded by Wingate to close the outside hot tub/spa during the installation of the locker room doors and surveillance system; approved unanimously. The security company will remain in place to secure the building.\*

New Business: Electronic Access: Installation Schedule: Replacement locker room doors are scheduled for replacement on the 24th/25th of this month. Installation of the surveillance system will begin the following day.

New Business: Electronic Access: Key Fob Assignment (Restriction of Amenities): It was moved by Wingate and seconded by Taylor to provide one key fob per homeowner (with a maximum of two fobs if two homeowners are present); approved unanimously. With written consent, the homeowner may delegate access to unit-occupied renter to utilize the Clubhouse amenities.

New Business: Electronic Access: Notification to Homeowners: Homeowners will receive written notification via mail of the update to electronic access for the Clubhouse and pool area. The notification will include when the key fobs will be available for pick up and what information will need to be provided by the homeowner.

New Business: Electronic Access: Penalty (charge) for Lost Key Fobs: It was moved by Wagner and seconded by Taylor to provide one key fob at no charge to the homeowner. The replacement for a lost key fob will be \$25.00(first lost key fob) and \$50.00(second lost key fob); approved unanimously.

New Business: Insurance Policy Renewals: Confirmation of Electronic Approval: Renewal of the Association's insurance coverage, due May 1, 2017, was approved by electronic vote, with Members Abendroth, Alspector, Milash, Taylor, Wagner, and Wingate voting to approve. No vote was received by Members Murphy or Zinke.

New Business: Roof Replacement: Update: The Clubhouse features a combination sloped shingle-roof and flat membrane roof referred to as TPO. The shingled portions of the roof were replaced in mid-

March, along with nearly 400' of gutter and damaged fascia. The flat-roof section requires a different level of contractors and will be replaced as soon as labor and materials are available.

New Business: Water Damage 03/24/2017: . Approximately 10 days following the re-shingling, an attic-installed drain for the flat roof failed, creating extensive damage to the craft room and contents; some damage also occurred in the fitness room and storage closet. Restoration has thus far included employment of 11 blowers and de-humidifiers, removing attic-installed insulation and replacing ceiling tiles, sheet rock and base boards. Restoration should be complete by the end of April. Insurance determined that this was a plumbing issue as opposed to roof and will cover all but about \$2,000 allotted for deductible and depreciation.

The meeting was adjourned at 8:11 p.m.

*\*A change in procedure has since eliminated the need to rekey the east door or close the hot tub.*

Respectfully submitted,  
Sherry Clausen, Association Manger  
Michelle Milash, Treasurer