

**The Harvard Owners Association**  
**Board of Directors Quarterly Meeting**  
*April 9, 2024*

**Minutes**

**Meeting Forum:** *Unit 308*

- I. Call to Order: 7:05pm**
  
- II. Visual inspection of tree near units 308 and 204 from unit 308. Eric will ask neighbors to review (may not be possible to remove as City has to approve removal of trees with a permit required).**
  
- III. Officer Reports**
  - 1) Jana reminded the board that she has had 2 water leaks in her basement master bathroom which both took place while she was away and likely caused by the extreme rain event as well as her patio sprinkler timer malfunction in 2023. Plan is to use Ernie to fix when he works on unit 204 ceiling repair. (Jana/Eric to oversee this summer)
  - 2) Unit 204 minor ceiling damage possibly caused by the extreme rain event in November, 2023 to be repaired. Ernie will be engaged to make this repair. (Jana/Eric to oversee this summer)
  - 3) Light above stairwell in garage to be fixed. (Eric)
  - 4) Open up/activate sprinkler system for the summer with French's Irrigation. Need to make sure they connect the power supply for irrigation lines for 1958 building as cord is severed above the garbage area. (Eric)
  - 5) Garage door will be power washed and needs to be greased regularly. David to calendar and handle going forward. (David)
  - 6) Drains along building perimeter of lower unit patios need to be vacuumed. Plan is to engage handyman to handle. (David)
  - 7) Fence on back and sides need to have some minor repairs done in places and to have a protective coating applied. Plan is to remove a couple of soft plywood sections to gage the structural integrity, repair the sections, and apply protective coating. Engage someone using "Fixer" app this summer. (Eric/Jana)
  - 8) Continue to use Rob's Landscaping this year. They started back service on April 1<sup>st</sup>. Will come twice monthly and hit various areas each time. Approval to have them trim neighbor's bushes that are overhanging back fence, remove tall/very skinny pine tree that is touching the building on Unit 308's patio area and the apply protective mulch to cover the irrigation lines. (Chad)
  - 9) All of AAA testing for 2024 is now complete. The company has deceptive business practices and the board will look for a replacement the year before the next "5 year test" is required.

- 10) Pest control stopped coming due to a system glitch. Esther called and they started coming back at the end of March.
- 11) Esther has confirmed the window/glass rail washing for 2024 and vendor/price remains the same as 2023.
- 12) Garage and sidewalks/patios will be all power-washed on April 11/12, 2024.

#### **IV. Unfinished Business**

- **Unit 202:** David reported on status of moisture in walls at southwest corner of master bedroom stating that it has remained low since July, 2023. No issues now. Highly likely it was the irrigation system leaks that caused the water issues before.

#### **V. New Business -**

- **Chad reviewed the financial report which shows all unit owners as current on dues and special reserve assessments through 4/9/2024. All expenses are in line with budget projections except for the power washing. We budgeted \$2,000 and the expense will be \$3,972. We will use the \$1,000 budget for the floors and \$1,000 budget for plumbing to cover this difference in 2024 to keep us in budget.**
- **Chad reviewed the current Chase Bank balances (as of 4/9/24):**
  - Operating checking: \$24,805
  - Operating savings: \$5,000 (budget excess from 2023 to use for future budget shortfall/years with excess expenses like 5-year AAA tests)
  
  - Reserve checking: \$14,712
  - Reserve CD (matures 11/12/24): \$100,000

#### **VI. Election of Board Officers for 2024**

- Eric as the President
- Jana as the Vice President
- Chad as the Secretary/Treasurer
- David as the Vice President of Operations

#### **VII. Adjournment: 9:03pm**