

Copperbottom Inn
Board of Directors Conference Call

AGENDA

Date: May 21, 2018
Time: 7:30pm MT

Dial-in: (515) 604-9033
Code: 616023

1. **Spa / Spa Room**
 - a. Plumbing estimates for shower drain
 - b. Removal of walls [mold]
 - c. Deteriorated steel framing
 - d. Stair steps built to code
 - e. Ventilation
 - f. Permit status
 - g. General contractor bids

2. **Building Water System**
 - a. Low pressure caused by debris in filters; initially diagnosed as “air in system”
 - b. Filters come before the “pressure relief tank”
 - c. Boilers/Heating systems
 - d. Fire system
 - e. Main water supply line
 - f. Regular preventive maintenance

3. **Heating / Boiler System**
 - a. Chemical cleaning
 - b. Circulation pumps
 - c. Seasonal Monitoring
 - d. Regular preventive maintenance
 - e. Owner responsibility
 - i. Notification and explanation of systems
 - ii. Filter size and vendors
 - ii. Regular preventive maintenance

4. **Fire Alarm System**
 - a. New panel and smoke detectors in process of installation
 - b. Fire risers
 - c. Completion date

5. **Laundry Room**
 - a. Dryer lint / drain trap issues
 - b. Washer-Dryer lease/replacement
 - c. Extension of drying time / increase in cost
 - d. Regular preventive maintenance

6. **Sauna**
 - a. Drain trap

7. **Parking Lot**
 - a. Marlene in process of getting bids for sealing and striping
 - b. Suggestion made to replace lamp bulbs (\$100 each) with LED to reduce energy use and eliminate need for ballast

9. **Adam Knight / Knight Plumbing**
 - a. Itemized cost of excavation job

10. **Restaurant**
 - a. Name
 - b. Opening date (TBD May)
 - c. Request to move wooden CBI sign
 - d. Working with city to resolve signage
 - e. Owners will be presenting landscape and use changes

11. **Assessment**
 - a. Requires approval of 75% of homeowners (25 units)
 - b. Accurate budget of spa completion and approved projects (TBA Paul)
 - c. Suggested payment dates of July 1 and September 1 without penalty fees

12. **Management Company**
 - a. Scheduled maintenance
 - b. List of preferred contractors
 - c. RFP Process

13. **Board of Directors**
 - a. Regular monthly / semi-monthly conference call
 - b. Bidding requirements
 - d. Restate and update CC&Rs

14. **Maintenance Schedule & Calendar**
 - a. Potable water system
 - b. Boilers
 - c. Heating system
 - d. Laundry Equipment
 - e. Chimneys

15. **Homeowners**
 - a. Website
 - b. List of names / email addresses of owners
 - c. Regular communications

16. **Future Projects**
 - a. Keys to units and owners closets
 - b. Water shut-off valves at each floor