



## HTCA BOARD MEETING – 5/11/26

9:30 a.m. at HT Sports Center

### Minutes

**HOA President Linda Scheve called the meeting to order at 9:31 a.m.**

**Roll Call** All Board Members were present: Linda Scheve (President), Brad Pollard (Vice President), Amy Spoede (Treasurer), Nancy Wilson (Secretary), and Bruce Woehl (Director).

**Proof of Meeting Notice** – Posted and emailed 4/23/2026.

**Zoom Attendees at the meeting (not recorded): Enabled, but there were no participants.**

Linda stated the minutes from the board meeting on 3/16/26 needed to be approved. Amy motioned to approve the minutes and Nancy seconded. All voted yes. The motion passed.

#### **President's Report:**

- Insurance for the building has been renewed for June 2026 – May 2027 with a slight increase.
- The asphalt on property is being repaired in the needed areas on Wednesday (5/13/26).
- Elevator ropes were replaced last month, and there is currently no water in the pit, which had caused the rust issue in the past. The sump pump alarm is working and is being checked.
- The boilers were inspected by the State, deficiencies were identified and corrected by Coppersmith, and all is complete.
- The State elevator inspector completed inspections of both elevators in February, and the written report was received in early April. We have 60 days to address the critical items, which are now almost complete. The remaining items have a deadline of early next year.
- There is a new mowing contract with Liqui Green for lawn maintenance. There are sprinkler head replacements ongoing with Dalton working through the list.
- The annual Fire sprinkler inspection is next month.
- There was a backup water issue on the 7th floor. Servpro was called, cleared the clog, and dried out the affected areas.
- The HVAC has been switched to cooling.
- The water supply for the car wash areas will be turned on soon.
- Katie resigned from the office 7 weeks ago. Board members stepped in to help, and Linda thanked them for their support.
- 32 Waves, a low battery in the 4<sup>th</sup> floor router power supply triggered an alarm, and the issue has been resolved.

#### **Treasurer's Report:**

Amy reported a total cash balance of about \$290,000 across all bank accounts, including Operating, Regular Reserves, and Special Assessment Reserves. About \$29,000 in the Special Assessment account will require an owner vote before it can be moved into the Regular Reserve account and used.

Amy noted that the Operating Budget is still in good shape. While there have been some unexpected expenses, they can be offset by other categories that are currently under budget.

Amy also mentioned that the upcoming asphalt project was bid at almost \$15,000 which is \$6,000 over the budgeted Reserve Study amount for asphalt repairs.

### **Old Business:**

- **Office Manager** - Linda opened the discussion and shared that Underdog Management declined the Board's offer, so the Board will move forward with Donna Reynolds. The floor was then opened to owners for questions and comments. After all input was received, Linda requested a motion to proceed. Amy made a motion to discontinue pursuing Underdog Management, and Brad seconded. All Board members voted in favor, and the motion passed. Brad motioned to pursue a contract with Donna Reynolds as Office Manager and Amy seconded. All voted yes and the motion passed. There was also discussion about the possibility of outsourcing the bookkeeping duties.
- **Hiring Re-skin Project Engineers Socotec** – Socotec has the stucco building envelope expertise needed to evaluate the concerns identified in the Knott report. Amy and Brad discussed the Socotec proposal, which has a total estimated cost of about \$96,000 depending on the number of site visits for project management phase. The proposal includes phases ranging from Investigation and Assessment through full Project Management.

Amy proposed breaking the proposal into smaller phases, starting with a limited scope that would carry through to a written report outlining the proposed scope of work. These initial phases are estimated at about \$37K.

The floor was open for discussion and comments. A question was raised about how the \$37K would be paid for. Amy said that the first phases could be paid from the Operating account until the members vote to release the remaining approximately \$29K from the prior project balance.

Brad made a motion to proceed with the reduced initial scope focused on assessment and defining the scope of work, and Amy seconded. The motion passed with all directors voting in favor of moving forward with the reduced initial contract.

### **New Business:**

- Irrigation water restrictions was discussed requiring reduced sprinkler days or times.
- Amy Spoede resigned from the Board of Directors effective June 1<sup>st</sup>. Linda thanked Amy for her service.
- Brad discussed his project of a Reserve Study model he created on a website, not owned or operated by Horizon Towers Association. Interested Members were offered a document which showed instructions how to access and review the model.
- Brad Pollard resigned effective immediately. Linda thanked him for his service as well. Brad offered to continue volunteering for other services.
- Linda invited others to apply for the 2 new vacancies.

Linda motioned to adjourn the meeting. Nancy seconded. All agreed.

**Meeting adjourned 10:34 a.m.**