

To: Brickyard Creek Board of Directors

From: Jeffery Garrett

Re: Meeting Minutes from February 16, 2021

Date: March 1, 2021

The Board of Directors of Brickyard Creek met on February 16th via Zoom video conference from 3:17p.m. - 4:52 p.m.

In attendance: Peter Tropman, Brad Wiersum, Jim Gilson, Tony Jeannette, Dan Wilczek, Nancy Sandstrom, Terry Gibson, and Brickyard Creek Manager Jeffery Garrett - Quorum present

1. Call to order at 3:17 p.m. by P. Tropman
2. **Motion to approve the December 15 Minutes by T. Gibson; second by B. Wiersum - Approved Unanimously**
3. Finance Committee (J. Gilson)
 - 2020 expenses under budget 6.8K
 - Changes to 2021 budget
 - Increase trash/recycling \$1,500 to offset winter use
 - New consultant fee to help establish Board and community governance - \$2,500
 - **Motion to add consultant's fee to the budget by B. Wiersum; second by D. Wilczek - Approved Unanimously**
 - Waiting on first-half assessment fee from three members, including Kabira Enterprises
 - Idea to send a certified letter to Shihab Mahommed and Eric Kodner
 - Recommendation to check with Susan K. best way to communicate with E. Kodner
 - Investment Policy
 - Structure for the Finance Committee so investment decisions did not have to be run by the Board on a regular basis
 - Provides for a conservative strategy (i.e., CD ladder)
 - Limits reserve spending to items in the reserve study
 - **D. Wilczek to add a statement to the investment policy that requires annual review by the Board of Directors in 1Q.**
 - **Motion to adopt investment policy with amended statement regarding review by T. Gibson; 2nd by T. Jeannette - Approved Unanimously**
 - Idea to have a meet and greet with Ryan Piece and BOD (after tax season)
 - Idea to have a recognition and thank you for John Boll (during/after transition)
4. Brickyard Creek Community Association Authorizing Joint Resolution (P. Tropman, T. Gibson)
 - P. Tropman Call to Order of the Brickyard Creek Condo Association for the purposes to review and adopt BYCCA Joint Resolution
 - **Motion to adopt BYCCA Joint Resolution by T. Gibson; 2nd by B. Wiersum - Approved Unanimously**
 - **Motion to adjourn meeting of the Brickyard Creek Condo Association by B. Wiersum; 2nd by T. Jeannette - Approved Unanimously**

- P. Tropman Call to Order of the Umbrella Association for the purposes to review of adopting the Joint Resolution
 - **Motion to adopt BYCCA Joint Resolution by T. Gibson; 2nd by D. Wilczek - Approved Unanimously**
 - **Motion to adjourn by B. Wiersum; 2nd by J. Gilson - Approved Unanimously**
5. BYCCA Strategic Plan Next Steps (N. Sandstrom)
- Met with consultant Kevin Strandberg to review proposal and discuss tasks
 - Review bylaws, develop Board membership statements, establish charters for committee and working groups, and Board size and terms.
 - J. Garrett to work with bookkeeper(s) to write out statement regarding the established fair financial practice between the condo and umbrella
6. Roy's Pt. Lot Purchase
- Bob is asking \$150,000 - fair market value around \$33K
 - Concern about the Board's fiduciary responsibility given large discrepancy
 - Board agrees to work on parallel tracks to secure transfer of the beach at \$0 from Bob Davidson and say no to the \$150,000 for lot for sale (knoll)
7. Board Elections
- N. Sandstrom said she would be willing to serve one more year
 - P. Tropman, B. Wiersum, J. Gilson, T. Jeannette, T. Gibson, D. Wilczek will **not** run for another term
 - **B. Wiersum to draft a letter to the association regarding openings on the Board along with the expectations - contact info for BOD to be included in note for members who may have questions.**
 - A request and support for J. Garrett to think about running for the Board
 - **J. Garrett and N. Sandstrom to form a working group to reach out to members who may be interested in running for the Board**
 - **Board agrees that Annual Meeting should be virtual - J. Garrett to cancel pavilion reservation and book for 2022**
8. Rental Matters
- B. Wiersum stressed importance of addressing issues during current Board tenure
 - Rental Oversight Group meeting to write legal protection questions for lawyer, create a violation protocol for Board vote, and determine suggested rental fee
 - J. Garrett shared there are two, possibly three investors who have communicated that they want to buy properties as they become available for investment rental
9. Manager Update (J. Garrett)
- Shared new challenges of winter use of cottages, particularly rental units, including snow removal and required shoveling of occupied driveways, dumpster use, mechanical issues, and general communication and direction
 - Off-season vendor meetings completed
 - Forest Management - tree removal plan with arborist, and communication with Bay Area Environmental Consulting to go over follow-up buckthorn eradication plan
 - Determined road plan and ordered Brule gravel
 - Communication
 - Provide answer to member questions and provide assistance on matters or projects

- Field calls and give tours to those interested in BYC
- Administration
 - Prepare re-fi documents
 - Tax preparation for new accountant
 - Working on transition to accounting service

Adjournment - 4:52 p.m.