

Minutes: SouthBrook HOA Board Meeting/May 18th, 2026

Location: Unit #31

Present: Brad Gilbert, Matt Traub, Nancy Stetter, Austin White, Bill Jones

- a) Brad called the meeting to order at 6:08
- b) **Approval of minutes** from the 4/6 board meeting after fixing the minutes to reflect that the board approved the prior 1/19 board meeting minutes not the 2026 annual meeting minutes ; Brad made a motion, seconded by Matt, to approve these minutes. Vote: All board members voted to approve the minutes; the motion was passed.

Property Manager's Report:

1. Landscape:
 - a. Mowing every Tuesday has commenced.
 - b. Area between 54-55 has been reseeded to grass where ground was damaged from repair work to building. Weather conditions been tough to establish seeding. Been hand watering. Have scattered seed twice.
 - c. Sprinkler system being worked on in preparation to turn on.
 - d. Winds has resulted in lots of branches on the ground. Thanks to those picking up and putting in central area.
 - e. Contractor has been contacted to do spring fertilizer/weed application
 - f. Top ten problem trees have been identified by Bozeman Arbor Care and the board will make a decision how to proceed. Tree stumps needing grinding will be done once this years tree removal is done.
 - g. Brad has isolated an area on east park area that brush was removed and has now been seeded to grass.
 - h. Cedar fence on NE border is schedule to be replaced in June. Dentist will pay half the cost,

2. Buildings:

- a. Painter has quit. Board needs to make decision on requesting downpayment return.

Deposit pd on 81-88. 4,950

9-17. 2,495.83

7,445.83

Amount left at completion

81-88. 1,650

9-17. 2,495.83

4,245.83

An individual stopped last week and looked at 81-88 building to finish it up. Is to provide a bid and necessary paperwork. \$14,400.00 labor for building 81-88 plus paint and materials. May need to rent scissor lift for third floor.

- b. Other bids from 2025

- i. Deck railing on 53 will be replaced and brought up to code.
- ii. Patio fence at 46 is scheduled to be replaced. Les has been contacted on both of these projects. Will start after first of month. 88 has asked about patio fence replacement..
- iii. Calvin has opened crawlspace vents on buildings, cleaning screens. Calvin has cleaned gutters and put together a synopsis of conditions. We hope to put more gutter guards on this summer. Some gutters need replacing.
- iv. 81-82 bird bath ponding. Have 2 bids, Groundworks, Lone wolf. Mr Lifter not gotten bid to me.
- v. Roofs. Have three areas. Above 49 bathroom, upper level. 51-54 garage inspection. 56 unit has leakage in front bedroom and living room. EG Construction waiting to hear from contractor from Billings works more reasonably. 39-46 usage.

3. OTHER:

- a. Clean up day was a success. 1,360# of stuff. Still some items by 8 and 9
- b. Would like to see an inventory of risk control policy documentation. Vent cleaning, hoses replacement with metal wire, water heater replacement, chimney cleaning. Are selling agents notified about these requirements.

Are new owners informed at closing or shortly after of these requirements. These are inside elements and not my responsibility but I do have a vested interest in seeing these done as required. Should be a follow up with the inspection request of 27 dryer vent being replaced with metal and exiting the building 18" Above ground level. All ground floor vents are at risk.

- c. An updated owner contact list is needed. Should be done whenever there is a sale.

The board agreed to have the top tree on the hazard list between units 54 and 55 removed. That stump will be ground along with the stump from the storm tree that fell to the ground. With the painter quitting the board will reach out to our lawyer and have a letter sent requesting our down payment be returned as a first step. The goal is to finish building 8 (units 81-88) and then find a new painting company for next summer's work. The privacy fence at 88 will be reinforced for this summer. At the annual meeting we need to discuss if repairs to limited elements that are only for one unit should be covered by the association or the owner/ owners of affected units. Also, we will present a plan for future large maintenance projects including roof replacement and siding replacement so we can give owners a few years advance notice. Assessing our buildings in a report card form and ranking by condition will be done to inform the maintenance planning.

Resident Manager's Report

a) Bank report:

Checking	\$102,904.24
Reserve	\$101.95
<u>CD's</u>	<u>\$26,900.06</u>
Total:	\$129,906.25

- b) Units 2, 21, 53 and 76 are for sale.

Insurance collection: 29 units missed the May 15th deadline. They will be contacted and given a warning that the next missed payment will be a \$25 fine. 4 units were late on association monthly fees, three will receive a warning and one was fined \$25.

Treasurer's Report: Austin is monitoring the 13-week cash flow for upcoming spring and summer projects. Will need estimated dates from Bill. The tree damage costs were offset by the money saved from almost no snow removal this past winter.

Motion to buy a CD for \$20,000 made by Brad, Seconded by Matt and Passed all in favor.

Old business: No old business.

New business:

Insurance renewal was completed for \$49,048. That will mean a \$287 second payment due August 15th for \$557 total per unit. The board discussed our options after reaching out to three brokers. Most insurers did not offer a bid due to the age of the buildings and barbecue by law issues that will be brought up at the next annual meeting. We received a high bid from Travelers. The best option to stay under \$50,000 was to continue with CAU and lower our general liability coverage to 1 million which is more in line with other similar associations according to our HUB Insurance representative.

Next meeting date: July 20th, 6:00 PM/Unit 31

Brad made a motion to adjourn the meeting, and Austin seconded it; all three members voted to adjourn the meeting at 7:38 PM.