February 22, 2024

**Stone Creek HOA Board Meeting: 2/22/2024**

**Minutes & Next Steps**

Meeting called to order at 5:00pm MT. The meeting was virtual, through Microsoft Teams.

**Board Attendees**: Wil, Duke, Yvonne, Steve and Mike

**Agenda**: This is a special-session meeting and therefore had one discussion and approval topic on the agenda:

1. Make a formal Board approval request for project monies to be aside for the project.
2. Determine what elements of the proposal need more clarity so we can get this information in more detailed fashion and inserted into a formal agreement.

The Board reviewed the proposal from Iris Technologies, LLC of Erie, CO which was submitted on 15-February-2024. This was the only proposal Stone Creek HOA received despite sending out RFP’s to a handful of potential suppliers. The proposal included proposed work deliverables and a fee-for-service schedule.

Key outcomes from the group conversation of the Board included:

* 1. Make a final determination on asbestos presence within Stone Creek roof,
	2. What steps, if any, must be taken to prolong the existing SC roof structure,
	3. Serve as principal thought leader in the creation of a roofing RFP to both find and create interest among roofing suppliers, and
	4. Determine how the oversight process will work for the selected provider, to ensure the installation work meets all city / mfg code requirements.

**Motion** made by Duke to increase the initial project amount of $5,000 to $ 10,000 with an ability to change that amount based on the revised proposal we receive for services. Motion was seconded by Wil and passed unanimously.

**Next Steps**:

* 1. Wil / Mike to co-author a reply to John Risi, Managing Principal, to request the addition of Board feedback and add more detailed outcomes surrounding Scope of Work,specific deliverables , payment request and an estimated budget expenditure. It is our desire these detailed create a revised proposal for Stone Creek.
	2. Mike / Wil to author a RFP for asbestos testing / mitigation company. We will ask to receive some combination of a Clearance Letter, errors / omissions insurance policy details and the process to make a final determination on asbestos at SC.
	3. Mike to advise Donna to update project budget from $5,000 to $ 10,000 for purposes of the current and future fiscal year budget administration.

Meeting adjourned at 6:35pm MT.