

**PMA Trustee Meeting for Wednesday, March 14, 2023**  
(Telephone meeting with the Liskay-Criterium Engineers rep.)  
115 Park Meadows Drive at 11:00am

In attendance: Marian Glancy, President  
Jim Orme, Vice President  
Wayne Gulden, Treasurer  
Bette Kelley, Co-Treasurer  
Connie Johnson-Chapman, Secretary

Trustees met to review/question/discuss topics to be answered and/or clarified by the Criterium representative:

- 1.) After review of Criterium's service provider information, Trustees had a laugh re: pool and clubhouse inspection.
- 2.) Trustees did agree on the need for an examination of PMA unit(s) structural integrity, roofs, gutters and trim.
- 3.) Does the Criterium inspection "team?" need to access residence interiors?
- 4.) Trustees want to clarify our responsibilities, as opposed to Criterium's responsibilities, i.e., communication with residents? (What, specifically, do they need from us?)
- 5.) What is their timeline?
- 6.) Is the contract negotiable?

Telephone Meeting w/ Liskay-Criterium Engineers Representative:  
(Spoke w/ Jonah and Aaron) approx. 11:10am.

- 1.) Marian introduced us.
- 2.) Marian clarified Criterium assumptions re: PMA. No pool, no clubhouse.
- 3.) Jonah will continue to revise their list to presently include: structural components—i.e., foundations, attic framing,

3. cont.) firewalls and exterior components—i.e., on-site trees, fencing, drainage, roads, signage, utilities.
- 4.) Marian confirmed what PMA was responsible for—i.e., roofs, trim, chimneys (NOT), siding, sidewalks, and the commons area. (She also reiterated that PMA was a PUD and not a HOA. Residents owned the property, and some surrounding property that their residents built upon. PMA was not responsible for individual property—i.e., specifically, lawncare, etc.)
- 5.) Marian confirmed that PMA was responsible for repair and replacement of overhead garage doors; replacement, repair and maintenance of hot water heaters, furnaces, A/Cs and water softeners.

Discussion(s) between PMA Trustees and w/ Liszky-Criterium Engineers Representatives:

- 1.) L-C: proposed inspection/survey date: April 20th. Arrival @ 11:00am.
- 2.) PMA: How long will Jonah be here?
- 3.) L-C: Depends on quantity of items to be checked?  
(Possibly as little as one or two hours.)
- 4.) PMA: Do they need access to residence interiors?
- 5.) L-C: No! Unless? (unless, not specified)
- 6.) PMA: Does L-C person need to be accompanied by PMA Trustee?
- 7.) L-C: No. However, the Trustees need to notify PMA residents, in advance. They will want Trustees tel. nos., in case.
- 8.) PMA: How long will it take L-C to produce a report.

Discussion(s) between PMA Trustees and w/ Lyszky-Criterium Engineers Representatives (cont.):

9.) L-C: 3 weeks. Will notify PMA if the prep time takes longer.

10.) PMA: Will L-C meet w/ Trustees to discuss the final report?

11.) L-C: No, but will schedule another telephone conference call, if needed.

12.) L-C: Noticed a conflict. Changed date to April 18, 2023 at 11:30. Will keep this date, unless it's pouring.

13.) PMA: Needs to send information re: east swale ASAP.

Telephone meeting ended approx. @ 11:50am

Discussion among Trustees:

1.) Trustees will report to residents after L-C final is presented to them. Trustees decided that they will need "to work the bugs out of the report" before presenting to residents.

2.) Method of notifying residents of L-C inspection—probably PMA web-site, on-line, or newsletter, or all?

3.) Wayne currently working on documentation for and/or contents of contracts for any/all PMA contractors. (AC Services is an example.)

Aside: What documentation would L-C need pre-visit, or may need for "pre-report" information to be included in the final report?

4.) Will need finance \$ amount available from PMA reserve funds. \$ amount and reason for expense to be designated as Reserve Expense. (Note: PMA reserve fund \$ amount varies depending upon PMA add'l expenses, if any, per year.)

Discussion re: What do PMA Trustees' anticipate from L-C final report:

- 1.) Increase Association fees.
- 2.) Increase contributions to PMA reserve funds account, in order to maintain the stability of PMA.
- 3.) Options for increasing existing reserve funds—flat fee to residents, or yearly % increase to residents' monthly fees?

Post-meeting discussion re: PMA to dos/issues:

- 1.) Square footage quantities for residence siding given to John Purdy.
- 2.) #105, #135, and #275 to have siding repairs started/completed.
- 3.) Trustees discussed the possible advantage to replacing the existing wood siding with vinyl siding. "Big money now—small maintenance bills, later.
- 4.) #135 will probably need a replacement window installed. (Not a PMA expense.)
- 5.) PMA may have a two-to-three year window to "space out" and accomplish, as needed, exterior staining. (Possible staining contractor to contact—Burkland?)
- 6.) Wayne and Marian to meet w/ AC Services to discuss current PMA needs and AC's installation/maintenance, etc. services. Also, if AC will/can install smoke detectors?
- 7.) Fire department may still be an install option.
- 8.) PMA needs to address fees not being paid by #170. At time, only monthly heating bills are being paid. No monthly PMA fees, or other monthly maintenance costs are being paid. (Problems w/ will, and/or unsettled estate.)