**Duplex Council Meeting**

**February 15, 2022**

**Attendees:**

Host: Peter D

Directors: Roland Bernier, Milna Rosario, Tom Schuck

Unit Owners: Diane C, Lynne A, Debbie L, Guni S, one anonymous person

**Meeting opened at 7:02 p.m.**

**Old business:**

1. Tom explained how the HOA fee was being handled during the first couple of months of this year:
   1. January was accidentally billed higher than planned at $417.
   2. The February fee was adjusted to $407 to reverse the extra $5 charged in January.
   3. Beginning in March, the fee will be at $412/month, which is what was originally budgeted for Duplex homeowners. This will continue through the rest of 2022.
2. Roland reported on progress regarding deck replacements:
   1. The plan is to replace all Duplex decks with a composite material (Trex or a similar product) over a 3-year period, beginning with the oldest homes.
      1. Scarlet will be done in 2022
      2. Marble Faun will be done in 2023
      3. Haskins and Dunbar will be done in 2024
   2. Elite has specs from similar projects for other Home Owner Associations (HOAs) which we will use to simplify the process of getting this started.
   3. On Tuesday February 15 your Duplex directors visited one of these HOAs where Elite had completed a similar project to view the results and to assist in determining the best components and styles for the job.
   4. Units who have previously added deck stairs (prior to 12/31/2021) will need to replace those in a similar manner. Your Duplex directors are considering whether the cost of this can be rolled into the overall project cost.
      1. Unit owners who desire to add stairs at the same time as their deck replacement, but who have not previously done so, will need to file an AAI request and after approval will have the option of doing this at their own cost.
      2. No new requests for stairs via AAI will be honored between now and when the decks are replaced, since they would need to be replaced anyway.
   5. In the meantime, unit owners should still report deck failures (rotting boards, etc.) to Elite for repair to ensure safety. Any replacement of deck materials to resolve issues will not be stained. Unnecessary in light of the pending deck replacements.
3. Tom gave a brief update regarding Duplex finances.
   1. We are on track for future projects that will tap into our reserves.
   2. We will be adding a new line to Duplex Reserves in order to cover periodic rust removal and painting of the exterior gas and electrical pipes. This will allow us to stay on top of keeping these in good condition while not impacting our operational budget.

**New Business:**

1. Regarding any tree work that needs to be done, all requests for 2022 tree shaping, trimming or removal must be submitted no later than end of March 2022 in order to allow us to plan properly and schedule these non-emergency projects.

**Unit owners Forum:**

1. Debbie asked about trim painting on Scarlet. Tom noted that Scarlet is on schedule for trim repainting this year.
   1. We will be asking homeowners to check that the work was done satisfactorily and, if not, to immediately report the issue back to Elite so that it can be rectified.
   2. Homeowners are also asked not to communicate directly with the painters in an attempt to get their unit painted earlier than planned. This has caused problems in the past where the painters have gotten out of sync with their painting schedule and have missed homes.
   3. It was also asked if homeowners could get a detailed schedule ahead of time as to which homes will be painted on which date. This will help in checking work completion and quality.

**Meeting adjourned at 7:22 p.m.**