



# Hunting Creek Club Condominium

## Meeting Minutes

| BOARD OF DIRECTORS MEETING  |   |
|-----------------------------|---|
| <b>Date:</b>                | Tuesday, 13 January 2026  |
| <b>Duration:</b>            | 1901 – 2007 EST   |
| <b>Location:</b>            | Hybrid Meeting, HCC Party Room and Zoom   |
| <b>Call-In:</b>             | <a href="https://us02web.zoom.us/j/83898962672?pwd=jxIvuWjSUCqjVsJ4wI4WAsp0UpFme5.1#success">https://us02web.zoom.us/j/83898962672?pwd=jxIvuWjSUCqjVsJ4wI4WAsp0UpFme5.1#success</a>                                       |
| <b>Point(s) of Contact:</b> | Ms. Rebekah Nowak   |
| <b>Recorder(s):</b>         | Ms. Amanda Davis  |
| <b>Meeting Objective:</b>   | <ul style="list-style-type: none"> <li>○ Conduct Regular Board Business including:<br/>Evaluation of vendors contracts, discussion of financial priorities, planning for improved communication and governance</li> </ul> |

| ATTENDEES   |  |
|---|--|
| Ms. Rebekah Nowak - President                       | Ms. Alexandra (Sasha) Draggeim – Member at Large |
| Mr. Blair Howard – Vice President, acting Treasurer | Mr. Josh Bell – Member at Large                  |
| Ms. Amanda Davis - Secretary                        | Mr. Rachid Karame – Member at Large              |

| OTHER                   |
|-------------------------|
| Kathryn Hutchison - NRP |

### Call to Order

RNowak called the meeting to order at 1901 EST. Seconded by BHoward. Quorum was confirmed with six (6) Board Members in attendance. It was noted that EHunter had previously resigned.

### Correction of Meeting Minutes

Minutes will be emailed with corrections. The Board also announced that the agenda format will change based on the bylaws.

### Reports from Officers

#### Presidents Report (RNowak) –

#### Board Roles:

With the Treasurer position vacant, BHoward was nominated to serve as interim Treasurer. Motion made by RNowak, seconded by RKarame. Approved unanimously.



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### **Access Control (Barcodes & Fobs):**

Each unit will receive two barcodes. Requests for additional barcodes will require Board approval. Ongoing issues with some entry fobs not functioning properly were discussed, including recent acquisition of a fob reader.

### **GoGreen / Utilities:**

Ongoing issues with electric billing inconsistencies were reviewed. The Board is working to clarify GoGreen's services and deliverables and to renegotiate terms as needed.

### **Legal Expenses:**

November legal expenses totaled approximately \$6,000, exceeding the monthly budget of \$4,000. Legal expenses for December were approximately \$1,000, bringing spending below budget for that period. The annual legal budget is \$45,000; year-to-date legal expenses are approximately \$98,943 (should be \$32,000 if on track with projected budget).

### **Vice Presidents Report and Treasurer Report (BHoward):**

#### **Staff Bonuses:**

It was confirmed that holiday bonuses for staff were distributed and completed.

#### **Balconies:**

Balcony work is not a current priority due to multiple higher-priority building issues that require immediate attention.

#### **Community Loan:**

The Board discussed the Community Loan bank and application process. It was noted that loan eligibility is likely tied to reserve levels.

#### **Building & Grounds – Exterior Lighting:**

Most exterior security lights are operational, with only one not functioning. The property has three different types of lighting systems installed from different time periods. Lighting replacements continue to move toward more efficient and cost-effective options.

Solar lighting was discussed and determined not to be suitable at this time for a residential/commercial property of this size.

#### **Interior Leak (08 Tier):**

An interior leak was addressed using in-house plumbing resources to avoid additional service fees.

#### **Boiler:**

The regular plumbing contractor is unable to repair a component of the boiler system. Alternative repair options are being evaluated. This repair is unavoidable and will result in a cost to the community.



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### **PTAC Units (01 Tier):**

One PTAC unit on Tier One is tripping the shared circuit breaker for the tier. All PTACs on that tier share the same breaker. The Board is actively troubleshooting to rectify this issue.

It was emphasized that the building operates on 277-volt systems, not 240-volt, and 240-volt PTAC units must not be installed, as they will cause electrical issues.

### **Canopy Damage:**

Amazon and U-Haul accepted responsibility for damage to the canopy caused by delivery vehicles. Electrical issues with the canopy lighting occurred following the incident. Repairs are pending confirmation that electrical work is included as part of the repair scope.

### **Electrical Panels & Insurance:**

Long term issues with panels. It was noted that replacing panels could double building insurance costs. The Board is looking into long-term strategies to reduce overall insurance expenses.

### **Pool Leak:**

A pool leak was identified at a fill valve. The Board is awaiting clarification from the current pool contractor regarding winterization procedures before proceeding further.

### **Elevator Safety:**

Elevator Car #1 has experienced issues where it may stop on floors with doors remaining open. Elevator safety remains a priority. Residents were reminded to report elevator issues immediately to the front desk or Board email so that technicians can be dispatched to the building. The building has an emergency elevator repair contract in place.

### **Front Desk Staffing:**

New front desk staff were introduced.

### **Secretary Report (ADavis) –**

**Front Desk Handbook:** Work is underway on an employee handbook for front desk staff to support consistency in procedures and daily operations.

**Community event:** A clothing swap and general community household swap is scheduled for January 22nd, in response to resident requests.

### **MAL Updates (ADraggeim)-**

**Association Bridge:** ADraggeim had reached out to Association Bridge, which provides consulting services to Boards and HOAs during difficult transition periods. The Board will vote on their contract later in the meeting.

**Draft Resolution:** Unit Door Colors - A draft resolution prepared by a resident was discussed regarding unit door colors and painting. The concept includes allowing residents to select from a



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limited palette (approximately three to four approved colors). This item remains in draft form and is not an approved policy at this time.

### **Unfinished Business / Contracts & Motions**

Boiler: Fidelity Preventative Maintenance Agreement: A proposal from Fidelity for boiler preventative maintenance was discussed. The Board is working to renegotiate a more competitive maintenance agreement due to rising boiler-related costs.

Pool Management Contracts: Two pool management proposals were reviewed: High Sierra Pool: \$29,000, not including winterization. United Pool Management: Approximately \$7,000 in savings and includes winterization.

Motion: RNowak moved to reject the High Sierra Pool contract. Seconded: ADavis Result: Motion carried.

Motion: RNowak moved to approve the United Pool Management contract. Seconded: ADavis Result: Motion carried.

Guardian Fire Sprinkler System: This item had been tabled from the prior meeting to allow time to seek additional vendor proposals. After review, it was determined that Guardian Fire Sprinkler System remained the most competitive option.

Motion: RNowak moved to approve the Guardian Fire Sprinkler System contract. Seconded: ADavis Result: Motion carried.

District Clean Contracts & Staffing Changes: The Board discussed staffing changes and contracts with District Clean. Jonathan was removed from his role, and Oswaldo was promoted due to expanded responsibilities beyond porter duties. The working title discussed was Facilities Technician. Three District Clean contracts were reviewed:

1) Maintenance Contract (Oswaldo): Motion: RNowak Seconded: BHoward Result: Motion carried.

2) Janitorial Contract (Maria): Motion: RNowak Seconded: RKarame Result: Motion carried.

3) Additional Maintenance Contract: Motion: RNowak moved to deny the contract. Seconded: BHoward Result: Motion carried.

### Association Bridge – Consultant Agreement

The Board discussed entering into an agreement with Association Bridge. The agreement establishes a framework for consulting services focused on improving operational efficiency and assisting the Board with organizing its work. No financial commitments are being made at this time; HCC will determine if and when services are authorized and billed.



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Motion: Approve baseline consultant agreement with Association Bridge Motion: RNowak.  
Seconded: ADraggeim. Result: Motion carried.

Assessment Resolution Amendment No.2025-02A – Due Date Change

The Board discussed an amendment to the special assessment resolution to change the payment due date of the first payment from February 2 to March 1, with no change to assessment amounts approved by the prior Board.

Motion: Approve Resolution Amendment No. AMENDMENT NO. 2025-02A changing assessment due date to March 1, 2026

Moved by: RNowak. Seconded by: RKarame. Result: Motion carried

Financing / Loan Application

The Board discussed applying for to potentially support the special assessment in some way. Loan application does not impact the Association's credit and will also be used to support elevator modernization, including review of microblade options.

### **Open Forum**

Open Forum procedures were clarified as one minute per question based on Resolution No. 21-001, with additional or complex questions to be submitted via email to the Board.

Key questions and responses included:

- Resident asked about hardship Assistance and about the community loan.  
The Board is exploring loan options to assist residents who may have difficulty paying the assessment. Residents who anticipate hardship are encouraged to notify the Board as soon as possible. Anticipated loan term is 5–10 years. Funds are expected to be accrued within approximately 15 days and fully allotted within 60 days.
- Resident asked if the facade project would be covered by master insurance policy.  
The master policy does not cover the assessment, as there was no qualifying major loss event.
- Resident asked about payment method for the assessment.  
Assessment payments will be processed through Vantaca just like electric and HOA payments.
- Resident asked about CSG Contract  
Requested documents were confirmed to have been placed in the resident's cubby.



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- Resident asked about the elevators and the project scope  
The Board emphasized that building safety is the top priority and that façade, elevator, and engineering negotiations are interconnected.
- Resident asked about peer review timing.  
Peer review is expected by late January or early February, and results will be shared once reviewed by the Board.
- Resident asked if preventative maintenance could have prevented the issues in the facade.  
While prior issues cannot be definitively attributed to maintenance practices, the Board committed to improve preventative maintenance and technical oversight following project completion.
- Resident asked if people will lose their homes if they don't pay the assessment:  
The Board discussed the importance of reducing long-standing arrears. Maintaining FHA eligibility and property values requires addressing overdue accounts.
- Resident asked about Unit 209.  
The Board discussed options including updating the unit, renting it, or selling it. Any sale would require a community vote. No decision has been made at this time.

### Adjournment:

The meeting was adjourned at 2007 EST.

- Motion to Adjourn: RNowak
- Seconded by: RKarame