

February 9, 2017

Re: Workshop for upper deck repair and 2017 special assessment breakdown.

Board members present:

Ron Ashton

Casey McDevitt

Tom Knowles

Alex Saucedo

Meeting duration: 1 hour

Property Manager Michelle Rucker-Penland provided a detailed scope of work and itemized pricing list for the parking deck and garage repairs. The estimate was provided by Flores-Hager & Associates per the request of Mr. Chuck Hayes of Keystone engineering.

A description of repairs listing individual repairs and corresponding insurance payment type was also provided by Michelle Rucker- Penland.

A special assessment was formulated to pay for Hurricane Matthew associated damage and parking deck repair. The total assessment will be sub-divided into two categories; Hurricane Matthew damage and deck repair. By doing so, this should allow a simpler process for those that plan on filing a loss assessment claim (if provided in policy) with their insurance companies. As only hurricane damage can be claimed, not deck work, which is considered maintenance.

Full details will be provided at the Board of Directors meeting on Wednesday February 15<sup>th</sup>.

Respectfully submitted,

Alex Saucedo/Secretary