



BOARD MEETING MINUTES

VAN RAND PROFESSIONAL CENTER CONDO ASSOCIATION BOARD OF DIRECTORS' MEETING

THURSDAY, AUGUST 13, 2026 AT 10:30 AM

On site in Suite 32

MINUTES - **DRAFT (not approved)**

1. **Call to Order** the meeting was called to order at 10:31 a.m. by Lindsay Rosenfeld of Integrated Mountain Management.
2. **Verification of Quorum** A quorum was verified as all directors were present: Marylu Sims, Tiffanie Rudow, and Ryan Harlow. Also in attendance were Joseph Oates, Lindsay Rosenfeld, and Laura D. Barton of Integrated Mountain Management. No owners were present.
3. **Approval of Meeting Minutes (01/21/2026)** Marylu motioned to approve 01/21/2026 meeting minutes, seconded by Tiffanie. All were in favor. The approved minutes will be posted on the website.
4. **Financial Review** The financials were presented as of 06/30/2026 and reported \$4,218.99 in the operating account and \$92,975.77 in the reserve account. Totaling a cash position of \$97,194.76. The Board and IMM discussed the options for CD accounts
5. **Discussion and Action Items**
 - a. **Officer Positions** Appointment of officers was made and accepted by acclamation is as follows: President, Marilu Sims; Vice President Ryan Harlow; Secretary/Treasurer, Tiffanie Rudow.
 - b. **Parking Lot Striping** Board has approved bid from Kauffman Seal Coating, LLC, \$2,500 for patching and \$1,180 for striping, not to exceed \$7,000. Marylu motion, Tiffanie second. All were in favor.
6. **Executive Session** Motioned by Ryan, seconded by Tiffanie, and unanimously approved to enter Executive Session at 10:41 a.m. to review accounts receivable and payment plan request.
7. **Actions from Executive Session** Open session resumed at 10:47 a.m. Board agreed by acclamation to approve owner payment plan request as proposed.

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8. Additional Business

a. Other Maintenance Items

- i. **Deep Cleaning** Board would like a thorough cleaning of exterior of building, particularly the front entrance on the second floor, and all bathrooms. IMM to power wash buildings, contact current interior cleaning company and present scope of work.
- ii. **Parking Lot Drainage** Board states all drains to main drain, has filter that can become clogged with debris. Large amount of runoff from neighboring high school entering drain. IMM to talk with other HOA on the property and determine best approach.
- iii. **Fire Alarm System** Board requests additional information on cause of recent trouble signal which was addressed.
- iv. **Handicap Access Door** Board requested follow-up on repair to address the timer and motor to eliminate delayed closure after door use.
- v. **Stucco Repair** Birds damaging stucco on southwest corner of the third floor, creating holes. Board asks for repair, suggesting deflection device to deter birds from settling.
- vi. **Elevator** Current maintenance schedule will be reviewed to monitor regular inspections.
- vii. **Heating/Cooling System** Request to review additional proposals for Unit 31 system for Board review.
- viii. **Tree Maintenance** Downed and crowded limbs affecting parking space availability. Tree service will be coordinated and owner notice provided in advance.

8. **Adjourn** Meeting was adjourned at 11:29 a.m. Marylu motion, Tiffanie second.

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