

BOD Meeting Minutes - January 17, 2012

Start Time: 10:00am

Roll Call: Peter Dolloff, Steve Vallier, Jan Hammond, Mike Warhola, Cliff Picone, Dan Mutarelli on Conf Call, Bev Shea not present – (Bev is still recovering from surgery at home. Jan spoke to Bev Monday, Jan 9th. We will keep her in the loop with BOD minutes until she feels up to attending a meeting.)

1. **Landscaping** – Trees/shrubs trimming completed as weather has been very cooperative! Snow removal completed by Sequel Outdoor Services for January 12, 2012 storm. 4” accumulation.
Next year’s Landscape contract – review contract for next year. No changes in fees. All in favor of moving forward with contract renewal. Jan will coordinate a time for Bev to sign off.
2. **70-604 Election Reminder** – Seelye & Schulz recommend that the Association make a formal 70-604 resolution every year at the annual meeting to transfer any surplus to the following year. This should be done even if no surplus is anticipated. By making the election, the Association will preserve available options as to what type of tax return can be filed. Without the election, options will be limited. Dan was in favor, Mike 2nd, all in favor.
3. **Siding Project** – Moving along as weather permits. Goal is to complete 8 buildings by early March. Sequel’s maintenance team will continue to strip off old siding and insulate for siding crews to begin work as scheduled.
 - A – 2 Roedean – 100% completed by Pine Hill Co. (no longer contracted)
 - B – 4 Roedean – 100 % completed by Pine Hill Co.
 - C – 3 Roedean – stripping is underway – siding to be done by Mavrick (new contract)
 - D – 5 Roedean – 100% completed by Pine Hill Co.
 - E – 2 New Haven – schedule TBD
 - F – 4 New Haven – schedule TBD
 - G – 3 New Haven – schedule TBD
 - H – 5 New Haven – schedule TBD
 - I – 4 Knightsbridge – siding is underway with Regional
 - J – 6 Knightsbridge – siding is complete with punch list to finish – by Regional
 - K – 5 Knightsbridge – siding completed with punch list to finish – by Regional
 - L – 3 Knightsbridge – stripping to begin week of Jan 16 – siding to be done by Regional
4. **Recycling Program** – Currently we have (4) 8 yard solid waste containers. (3) Recycling dumpsters – located at the end of Knightsbridge, Roedean, New Haven. In December we have incurred additional costs associated with “contamination” to the recycling dumpster. The fee for this is \$200.00/per dumpster that is contaminated with solid waste. Notices have been posted to use the recycling dumpster. We will continue to monitor and send reminders to residents that it costs the association money when the program is not being effectively used. Jan will meet with representative to determine what defines contamination. In the Spring it may make sense to move the dumpsters together at the end of New Haven which will require a new pad to be poured. Cages around dumpsters need replacement if budget allows. The solid waste

dumpster at the end of Roedean has been overflowing. More work by maintenance personnel to clean out contaminates from Recycling bin to solid waste dumpster.

5. **Financials** – Income statement, balance sheet, were reviewed. Question under building expense for Janitorial – statement shows that under budget by \$6,266.87. Robin will provide more details on the YTD Actual vs YTD Budget.
6. **Receivables** – Delinquent Condo Accounts were reviewed. Every effort to work out payment plans is being done. Letters and shut off notices are being sent with shut offs scheduled for January 23 and Feb 20 if payment is not collected.
7. **Dog Violations – update:**
 - **3N106 - Tammy Reveal** - I contacted the attorney regarding the pet policy at KBA based on (3N106) request for a dog based on her doctor “recommending” a pet for her anxiety disorder. I have attached the attorney’s response. The fee for the attorney’s involvement was \$495.00. Tammy has not contacted us regarding her desire for a dog since Oct.
 - **4K308 – John Jukiewicz /Christina Carver** – Violation sent Oct 17th. John attended BOD meeting. To date he has not supplied us with doctors note. Said he was actively looking for another place to live. Requested time to relocate. Board gave 30 days notice back in October. No change to date. Board members motioned to start fining unit owner.
 - **4K103 – Alison Mann** fined \$100.00 – plus legal fees (letter was sent 10-12-11) No change to date.
 - **3N103 – Tenant: Ashley Raisanan** – property up for sale. No change to date. Owner was also notified back in Oct.

Misc – Future Projects

- Paint Garage Buildings – not doors just siding. Garage numbers will need replacement when painting begins.
- Catch basin (by building B – 4 Roedean Drive) is sinking into ground. Needs to be resurfaced and cleaned out. Other catch basins need to be inspected and repaired as needed.

Next Meeting is scheduled for February 21st at 10am

Meeting adjourned at 11:15am

Respectfully submitted,

Jan Hammond
Property Manager