

Edgewater Condominium
Board of Managers
Monthly Board Meeting

Called to order by: Jim Walsh

Date: July 10, 2010 **Time:** 8:30 a.m. **Location:** Lounge

Members Present:

Jim Walsh– President
 Elmer Kaprolat—1st- Vice President
 Mark Johnston—2nd- Vice President
 Jim Parks – Treasurer
 Ann Carden—Secretary
_____ Adele Harrington– Administrator
_____ Gene Nicolas—Maintenance Supervisor

Minutes from the previous meeting:

- Elmer requested clarification on who the “variety of contractors” are that Nick contacted regarding pending projects (listed under the maintenance report); the board requests that Nick start using the new form developed by Mark to keep track of who is being contacted for bids.
- Elmer also asked whether “painting fences” had been completed (also under the maintenance report; fences should be painted inside and out, as well as sheds and other buildings on the grounds.
- Elmer asked why grass seed was planted out of season and during a dry spell when strong rains would wash it away.
- Mark suggested that future meetings be tape recorded so items are not missed that should be in the minutes.

Motion to accept:

Moved: Jim P. Seconded: Ann Approved: X

Maintenance Report

Nick was not present at meeting, nor was a maintenance report submitted. The board reminds Nick that it is necessary for him to be present at board meetings so we have a more accurate understanding of what work is being completed and to answer questions.

Administrative Report – submitted by Adele Harrington

Adele also was absent, but had notified the board about this when the July meeting date was set. She submitted an administration report (attached as part of minutes) and a lengthy discussion took place on multiple issues:

- Letter from Social and Recreation Committee: The board would like Adele to follow up with the committee on items 1 and 4; items 2 and 3 were not tabled for August.
- Alice Seydel’s Reimbursement: The board authorizes reimbursement of the minimum amount discussed at an earlier board meeting. The board would like Adele to update the lease agreement/waiver for storage and have Ms. Seydel, as well as all renters, sign and return. The new agreement should include wording on late fees/interest for late payments.
- F Building Walls & Dividers: So far only one bid (Chapman) has been received for this work. Jim W. questioned whether this was additional work and asked what the quote was for the decks. One issue brought up was the inability to match the chip with the old stain; Elmer suggested taking the chip to Sherwin and Williams and they can match it. Elmer moved the work be authorized and that Nick get bids for the work; Jim P. seconded; motion carried.

- Lojacano Case: The update on the case led to a discussion that water leaks should be considered an emergency upon which the association may enter a condo to take action. A reminder should be put in the newsletter that residents are required to have a copy of their key in the office.
- P Building: Elmer reported that the crack is so large that water runs behind it when raining. The board examined the building after the meeting. Nick is requested to get bids for repair.
- Mrs. LaChuisa Request: Elmer moved that the association reimburse Mrs. LaChuisa for her broken glasses; Jim P. seconded; motion carried. The accident led to a lengthy discussion about safety at Edgewater. Mark stated that Nick should make regular safety inspections and address them immediately; he further suggested that Nick make an ongoing list of projects based on these inspections and obtain bids for repair. Jim W. asks that Nick begin to include safety inspections under a Risk Management/Safety heading in his monthly maintenance report.
- Lavid Request: Ann moved that the board give Ms. Lavid conditional permission to erect a storage cupboard on her lakeside deck with the following caveats: 1) that building materials match the exterior of the building (Barber can obtain this from Buffalo); 2) that building materials, once obtained, are submitted to the office prior to construction; and, 3) the structure be maintained in good condition in the opinion of the board; Jim P. seconded; motion carried. Elmer pointed out that Barber can obtain matching material for approximately \$80 from a place in Buffalo; this information is likely not on file in the office. This topic led to a lengthy discussion of who is in charge of maintaining additions to the exterior: is a storage cupboard comparable to decks that have been added, which the association has traditionally maintained? Should the association be maintaining the added decks in the first place? Is there a risk in having residents take over maintenance of these areas? Further discussion on the definition of “exterior” needs to take place at a future meeting.
- Kiddie Pool: Ann questioned the use of the kiddie pool and whether it should just remain closed or converted to another use (i.e., Jacuzzi). Mark moved that Nick obtain a bid for the tile work and drain from a pool place in Erie; Elmer seconded; motion carried. Jim P. suggested that the Erie company also bid on the coping work for the main pool while here. Elmer asked whether Beauty pools had ever sent information on heaters for the big pool.

Treasurer Report – Jim Parks

- Jim reported that there was \$64, 504.79 in the checking account and \$10, 090.75 in the money market for a total of \$74,595.54 and that all bills have been paid.
- He also reported that he has reviewed the audit recommendations and there are some things that need to be addressed; he will submit a proposal in the near future.
- Elmer brought up the absence of any reported collections from the laundry machines. The board questioned why this money is not being reported. This led to a discussion about an earlier board decision to buy a coin counter and an audit recommendation to have two people count change. To the board’s knowledge, the coin counter has not been purchased, even though it was approved at either the April or May board meeting. The board requests that money be collected and counted at least once a month so it can be reported on the spreadsheet; the board will be happy to oversee this and have two people count, as suggested in the audit. Jim P. will follow up on the zero balances being reported for laundry and other areas such as money market.
- Elmer questioned the placement of “Company IRA” and “Health Insurance” under “Payroll Expenses,” which led to a discussion of audit recommendations. Jim P. will follow up to clarify.
- Ann brought up the status of the apartment rental. She has asked Adele to forward her the rental ad to forward to SUNY Fredonia faculty. Regarding the stairs, the board requests that Adele pull the existing bids. Jim W. will contact Peebles to look at replacing the stairs in kind to current code before new codes take effect in September.
- Jim P. will follow up on obtaining a debit card for the association.

Motion to accept (with follow up and clarification on “zero” items):

Moved: Elmer Seconded: Mark Carried: Yes

Committee Reports:

Personnel – Board of Managers

- Jim W. will serve as liaison.
- The annual evaluations for Adele and Nick will be discussed in executive session in August. Jim P. will distribute information to prepare for the evaluations in advance.

Rules & Regulations

- Ann will serve as liaison.
- Ann suggested highlighting at least one rule/regulation in each future newsletter.

Buildings and Grounds

- (I don't have anyone recorded as serving as liaison, unless Jim W. is going to continue in this capacity)
- Elmer reiterated that painting of fences, sheds and other structures has not been completed.
- Ann suggested that the board look into purchasing a used golf cart for Nick to use on the grounds. She questioned the fiscal sense of driving a huge pickup truck (if not carrying cargo) around such a small area and leaving it running, as well as the effect driving such a large vehicle has on the grass. How much are we paying in gas to Nick? Elmer will look into what a used golf cart would cost.
- Elmer informed the board about trespassers on the beach; the board requests that Nick erect "private property" signs at the top of the beach stairs and entrance to the dirt road off Route 5.
- Elmer also expressed concern about children wading in the creek; because the surface is slippery, it is possible a child could slip and be swept over the bluff when the water is high. The board requests that Nick erect a warning sign in the area.

Social and Recreation

- Elmer and Jim P. will serve as liaisons.
- Jim P. reminded the board about the Beatlemania event to take place that weekend.

Reserves

- Jim P. and Mark will serve as liaisons.
- Jim P. reported there is about \$40,000 in reserves and that efforts are underway to continue to build that amount.
- Approximately \$130,000 will be needed to complete the stairs.
- The board requests an updated list of paid assessments and fees and discussed the need to establish a policy about interest at a future meeting.

Old Business:

In addition to items already discussed in the "Administrative Report":

- Jim W. reported that the repairs on N building are progressing and that F building stairs would be replaced in the fall; G and H are undetermined at this time
- The board requests that Nick get bids to fix the crack in P building and fix cracks and reface brick in other buildings.
- Elmer asked about the status of residents being informed about the new insurance deductible. Jim P. will follow up with Adele.
- Water heater inspections still have not taken place. As an alternative, Ann will develop a form to send to all residents to self-report water heater information; this form will also serve as notice about new insurance regulations and a waiver of association responsibility. Elmer mentioned that association rules will need to be updated. Jim W. suggested the possibility of buying water heaters in bulk and then selling them to residents.

New Business:

- Mark expressed concern about residents asking contractors doing work on the grounds for advice; is there anything the board can or should do?
- Ann reported that she will follow up with Adele about getting out a July newsletter before the end of the month and that the communication survey will be included.

- Elmer suggested that Nick regularly inspect the decks for preventative maintenance.
- Jim W. brought up the need to discuss business practices on a regular basis. Several items were discussed:
 - A policy needs to be put in place about opening board correspondence sent to the office.
 - Residents should be reminded to use work request forms so we can document progress.
 - The new form Mark developed for tracking bids should be used from now on.
 - Jim W. brought up the need for a printer/scanner/fax for the office, a topic previously brought up but never acted upon. Jim W. and Jim P. will follow up.
 - The board needs to get a better handle on the filing system used in the office. Perhaps filing by project is preferable, if this is not already being done.
 - An action item list should be developed after each board meeting that will provide a quick reference to what needs to be done prior to the next board meeting; Ann will follow up on this.
 - Because it seems like some motions from previous meetings have still not been implemented, Ann will develop a new form that will track motions and their progress.

Next Meeting:

Executive Session (for personnel evaluations): Tuesday, August 10, 4 p.m., office
 Regular Monthly Meeting: Saturday, August 21, 8:30 a.m., lounge

Motion to Adjourn:

Moved: Ann Seconded: Elmer Carried: Yes

Time: 11 a.m.