

Edgewater Condominium
Board of Managers
Monthly Meetings

Called to order by:

Date: Saturday, August 21, 2010 **Time:** 8:30am **Location:** Lakeside 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

GUESTS:

--Mick Davis, who has asked permission to speak at the Board meeting. Ongoing parking problem by C building. He asked if the stripes could be out back on the pavement so that parking is more efficient. There is ongoing trouble in that area. Jim Walsh suggested explaining to people in that building how to park (on an angle). Ann suggested putting an article in the newsletter about parking. Adele or Nick will stop by the units of concern, to explain rules to them. Mick asked if there is any chance that the lines could be put back down. Elmer is going to measure the lines at his place of employment and the board will consider striping in the parking lot. The Board asked Nick to move the rock pile in the lower C parking lot, as it is taking up parking spaces. Jim Parks emailed the Board a rundown of vehicles that did not have a parking sticker in it.

--Janet Greene, Social and Rec co-chair, who has asked to address the board regarding progress and upcoming projects. To-date they have finished painting gym floor and walls. She thanked Nick for repairing the lighting in the gym. Purchased new pool cushions, volleyball net and balls, ping-pong paddles and balls, new gym equipment. The committee would like to install two ceiling fans in the gym work-out area, a utility sink/cabinet in rec. building, a dishwasher in the lounge kitchen (already an opening). They would like to put the horseshoe pits back in. Looking ahead to 2011, they would like to paint rec. building floor. Would like to make use of tennis courts as it is now—pickleball game, corn hole, offer of a donated basketball hoop—perhaps paint a hopscotch and shuffleboard game on the tennis court. Planning to have a rummage sale/bake sale/craft sale. Jim Parks mentioned that he had spoken with the committee about it, and told the board that he felt that since ceiling fans are in the rec building, that having them in the gym would be appropriate. A dishwasher might make using the lounge more appealing. Janet added that they have had requests to have football parties, and wondered what cable tv is available in the lounge. Joanie Morton suggested that any work done in common areas be done by a certified electrician. Jim Parks made a motion to approve installation of 2 ceiling fans, sink in rec. building, and dishwasher in lounge, by a licensed and insured contractors, at the expense of the social and rec committee. Mark seconded; all were in favor. The Board thanked the social and rec. committee for all of their work and improvements.

--Dave Conroe
--Alice Parks
--Matt Rhodes and Mary Ellen
--Ruth Correll
--Larry Ackerman
--Laura Peacock
--Bob and Joanie Morton

Minutes from the previous meeting:

A few notes regarding the minutes: Elmer is the B&G liaison. Jim Walsh was the board member to distribute information regarding evaluations in the future. Under old business, bids were for “repointing” brick. Also, Jim Walsh was the board member to follow-up with Adele regarding insurance deductible.

Motion to accept:

Moved: _____ Mark _____

Seconded: _____ Jim P. _____

Approved: _____ X _____ Disapproved: _____

Maintenance Report – Gene Nicolas

- Elmer commented that he would have more information soon about a golf cart to be used by the maintenance supervisor on the grounds.
- Hedges and shrubs were trimmed. Two hedges were removed at M1, and the homeowners replaced the shrubs and stones, at their own expense. Thanks to the Mortons for that improvement
- installed new water valve at the carwash station and moved it so the water didn't puddle up and get into the building
- washed down tanks at lift station behind N building and holding tank at WWTP
- a grinder motor burned out at the lift station. The spare pump was installed and the malfunctioning one was taken to Dunkirk Motor to be repaired.
- Killed weeds in stone parking lots, using white vinegar—cheaper and more environmentally safe
- Painted picnic tables
- Seeded areas when it rained. All came up well, except behind N building. Grass came up there, but dies due to lack of water. Elmer added that the birds were eating the seed too.
- Wire brushed the clarification tank
- tractor repair
- removed two shrubs at D1
- Sanderson Electric installed the light on L building and replaced a couple of 100amp breakers that wore out on H building, and one also recently went at M1.
- Contacted Alexander Construction to replace a spindle and replace a cap on J and C building. Mick Davis added that the post is loose on the railing system on C building.
- Bee control. Have had to call in Comfort Pest Control for a couple of more severe cases. Still monitoring activity at M building. Mark asked about the status of the bees he reported on the storage building. Nick had already taken care of those.
- Weeding sand filter and rototill/rake
- Barber Construction—spoke with Craig about shingles coming off the building and scraping windows in enclosure. Alleged damage was done when old shingles came off roof before new roof was put on. Supposed damage was to enclosure windows, so would be under H/O's insurance policy.
- Started trimming growth on the lakeside of fence. The DEC has regulations about how close the trimming can be done along the lake shore.
- Volleyball posts—jagged edges on the concrete that posts were set in. Covered the bottoms with a rubber pail.
- Sink in rec room—got two bids for that project. Jim Parks said the committee is expecting another bid for the work.
- Elmer asked if we ran out of 6” downspout. Nick said he has more on order. Nick has been doing quite a bit of work on downspouts.
- Elmer asked about the painting of the fences. Nick said that painting is off-season now. Elmer said that P building fence is not done, inside of dumpster fence. Also maintenance barn, etc., but Elmer said we can consider that later.

Administrative Report – Adele Harrington

- Exclusion form Worker's comp
- Newsletter progress

Treasurer Report –

Jim Parks began by going over a couple of things that were discussed at last month's meeting. The laundry coin counter has been acquired and in use. Mark and Elmer will let Adele know when they would like to collect coins, and the keys will be made available. The health insurance and company IRA contributions are being correctly processed through the payroll system. The apartment over the office is rented. Jim P added that he has not yet made progress on the debit card, but will address that before he moves back south for the winter. He proceeded to discuss the current financials as reported in the spreadsheet. Dave Conroe asked where the assessment funds are going. There was much discussion regarding delinquent assessments, etc. The board addressed a couple of questions, and Adele explained how the manager's certificate process works during real estate transactions, and the money is recovered eventually. Joanie asked about the high expenditures in the accounting line item. The board explained the audit that was done. Jim Walsh said that the Board needs to consider what can be done with the funds that are available.

Motion to approve _____ Elmer _____ seconded _____ Ann _____ Carried X _____

Committee Reports:

Personnel – Jim Walsh/Board of Managers—an executive session was held and went through the standard employee evaluation was conducted. The Board is looking to clarify the evaluation forms and process, including job descriptions.

Rules & Regulations – Ann—the parking situation, as was mentioned earlier in the meeting. The next newsletter will highlight the parking rules. Also, those known to be in violation will be contacted and reminded of the rules. Ann added that communication needs to be made more effective with the renters. A multi-faceted approach will be necessary—through the rental agency, owners, and renters themselves. Ultimately, homeowners are responsible for the renters and guests in their units. Laura Peacock suggested some signs to show where overflow parking is. Ann suggested that Nick get some signage in place in designated parking areas. Between now and September meeting, Mark and Adele will walk around to check parking options and determine where signage should be. Next week, Nick will move the stone pile in lower C lot.

Buildings and Grounds— Elmer—Elmer asked when the gutters were cleaned last. He said there are gutter spikes sticking out of the gutters. Nick will add it to his list. Nick said the gutters have been cleaned twice so far this season, and are scheduled again for after the leaves come down.

Social and Recreation— Jim P—the report was given earlier in the meeting.

Reserves— Mark and Jim P—no specific further action has been taken, aside from maintaining the 10% necessary balance in reserves. Jim Walsh suggested that the three of them get together to discuss the spreadsheet he created (capital plan). Dave Conroe said a spreadsheet showing how the special assessments are coming in and being spent on a monthly basis. Adele will review and update the prior spreadsheet that showed assessment collections and expenditures.

Correspondence:

--Lavid—Speaker topics program—The board suggested that Linda let Adele know her plan/schedule, so that we can make sure the lounge is available, and the session could be publicized in the newsletter to promote it. Ann made a motion that the Board graciously accept Linda Lavid's offer to have a speaker series, with Jim Parks/Social and Rec Chair be the liaison to her and her project. Elmer seconded. All were in favor..

Old Business:

- Capital projects
- Lavid—storage unit—The Board reviewed her drawing and materials list, and felt that she was in compliance with the prior motion of approval at last month's meeting.
- Maintenance work request form—the modified form was presented to the Board. Ann asked for clarification about who would be filling out the forms. The board determined that it would be appropriate for homeowners, board, and staff to fill them out for each item.
- Apartment stairs estimates—Tabled until next meeting. Two bids had been submitted—one from JR Construction and one from Jim Alexander. Home Solutions was contacted for a bid, but there was nothing submitted. Jim will be getting in touch with Rich Peebles (architect) and Craig Barber. The Board will make a decision after more information is acquired.
- Bats in F building—two proposals had been submitted regarding the bat situation on F building—one from Dave Wallace at Nuisance No More, and one from Craig Barber. Adele will contact Dave from Nuisance No More to see what repairs he is specifically recommending, and get a price/recommendation for the odor. No work can be done until the bats have left for the season. The board feels that the bat people need to come back to address the odor situation, before Craig does the repair work. The repair work needs to be coordinated between both contractors so that the appropriate long-term repairs are done.
- The flashing on the F building is still an issue. Water is now leaking into Larry's unit, as it was before in Laura's unit. Adele will contact Craig Barber about the bid for those repairs.
- Insurance resolution—The board is going to take some time to review the resolution in advance of sending it to homeowners. The Board will also discuss the proposed resolution in advance of Ann drafting the Self-Reporting/Waiver Form. Adele will again contact the attorney and insurance agent regarding proposed insurance coverage modifications. More discussion will follow.

New Business:

- Baby pool tiling—Matt Rhodes and Mary Ellen have offered to put the tile up around the baby pool. They are willing to purchase the tiles, and do the work to replace it. The Board discussed additional work that needs to be done to the wading pool also. Adele will contact the insurance company to see if this type of volunteer work would be appropriate or a liability.

- Bid Form—as proposed in a past board meeting will now be used on a regular basis to track the bidding process. Mark will forward the electronic file to Adele for use.
- P Building cracking on end wall—a quote from Craig Barber was submitted. An attempt was made to get a bid from Tri-County Restoration, but a bid was not submitted to-date. After some discussion, Mark made a motion that we proceed with the work to be done by Craig Barber. Elmer seconded. All were in favor.
- Sidewalk projects—Three contractors were contacted: Tri-County Restoration, Alexander Construction, and Barber Construction. Jim Parks did a walk-around and viewed the problem areas, including taking many photos. Craig Barber was onsite to see the problems and create a bid. He submitted a bid which was itemized by building and problem areas. The Board discussed the major problem areas. Joanie Morton asked who was contacted, and suggested Norm Leamer from Masonry and More. Dave Conroe commented that the foundation is a problem under the sidewalks as well. Elmer and Jim W. said it is both. Adele will contact Norm Leamer, to see if he can evaluate and provide a bid in the very near future. Mark made a motion that Norm Leamer be contacted to see if a bid and qualifications (including insurance) can be provided by 31 August. If so, both bids will be reviewed and the lowest qualified bidder will be awarded the work. Elmer seconded. All were in favor. In a future newsletter, an article will be included asking homeowners if they know of local qualified contractors. Ann and Adele will discuss this further.

Next Meeting: _____Sept.11, 2010_____ _____9am_____

Next Homeowners Meeting: TBA-

Motion to Adjourn the regular meeting and go into executive session to discuss legal matters and procedural issues. ___Mark___ ___Jim P___

Time: 11:30am