

Edgewater Condominium
Board of Managers
Monthly Meetings

Called to order by: Jim Walsh

Date: Saturday, October 23, 2010 **Time:** 8:30am **Location:** Office

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:

Father Al Clody
Larry Ackerman
Mick Davis

Discussion from the Floor:

Mick Davis reported that the parking problem is ongoing at C building. C7 has curtains which are the wrong color on the road side of the unit. There is a vehicle with a flat tire. A letter was sent to resident, and the vehicle condition has not been improved. Another letter will be sent to the tenant (with a copy to the owner) indicating the rules, and that the vehicle must be repaired immediately.

Minutes from the previous meeting:

Motion to accept:

Moved: Mark _____
Seconded: Elmer _____
Approved: _____ Disapproved: _____

Maintenance Report – Gene Nicolas

--Have Nick follow-up with Scott on the bowing boards on the lower staircase at C building.

Administrative Report – Adele Harrington

--No update on progress with insurance modifications. Several attempts have been made to work with attorney on this, with no response. Will keep working at it, and let board know if anything transpires.

Treasurer Report – Jim Parks discussed the treasurer’s report as presented in the board packet materials. A few owners are behind on maintenance fees, and collection is in progress. Jim indicated that he and Adele had created a proposed budget template for basic operating expenses. Jim also recommended adding an architect/engineering line item under the “Fees” category in the budget. More financial information will be discussed during the Budget portion of the meeting.

Motion to approve Mark _____ seconded Mark _____ Carried _____

Committee Reports:

Personnel – Jim Walsh/Board of Managers—Jim Walsh and Mark Johnston met with Adele and Nick this last week. It was a productive meeting, with much discussion regarding performance, ideas, and feedback going both ways. Trying to improve communications and streamlining things was also discussed; including making sure there is one point of contact between contractors and staff, and board and staff. The Board and staff are also trying to get a good job-description drafted—roles and responsibilities of both. The board would like a weekly summary of what the full-time employees are doing. Mark continued on to say that he felt it was a good meeting, opened communications lines, and that was helpful to both the Board and employees. Adele, Mark, and Jim W. are hoping to keep these meetings going on a periodic basis, as it was very productive.

Rules & Regulations –Ann Carden—Ann indicated that the only thing that has been brought to her attention is the parking situation at C building and the red curtains. Ann and Adele will get together to draft a plan for violations in the future.

Buildings and Grounds— Elmer Kaprolat—Nick got the downspouts repaired and replaced. Craig Barber will be here this coming Monday to work on sidewalks, bats, flashing on F building, and P building wall. The Board reviewed bids for the office roof and apartment stairs. There was some discussion, and the Board decided to ask Craig Barber to do the office roof while he is on-site. Elmer called Craig during the meeting, and he was agreeable to doing so. Mark made a motion and Elmer seconded to proceed with the work. Ann asked if there was anything new on the hot water tanks issue. Elmer said no, and nothing more had been done on that. Ann mentioned that she'd like to see the snow plow contractor address the buildings where people are up and out early...first. She suggested the same for shoveling and sidewalk clearing. Ann said she's been stuck in the exit road before. Adele said that the exit road is a problem of its own due to drifting. She suggested getting a snow fence, but it needs to be installed based on specific guidelines and measurements. Jim Walsh will get those measurements and let the Board know. Adele will get prices on fencing and posts.

Social and Recreation— Jim Parks—Jim reported that there is a Memorial Service and luncheon in the Lounge today for Charlie Polisoto. Wednesday there is a PotLuck and going away party for Alice Seydel. There is a jewelry party fundraiser later in November. The fan installation in the gym has been postponed until more funds can be raised. The dishwasher has been installed in the lounge and a sink in the rec. building, as was planned previously. In addition, the group is trying to find a solution for turning the heat on in the winter time. The Speaker Series has started, and there were 6 people in attendance at the first one, where a local police officer was the guest speaker. There are some interesting topics coming up in future months. Mark Johnston commends the folks that are putting these events together.

Reserves— Mark Johnston/Jim Parks—Jim Parks indicated that he's factored in some of the data that Jim Walsh provided in the budget numbers. Jim W. said it would be good to get a few things done this fall, and then be ready to go with more improvements in the Spring (hopefully March). Jim W. continued on to question whether we should do one more set of stairs this fall to get it done. Mark added that it will be great to get to a responsible point where we have reserves funds in place when unexpected repairs are required. Adele will touch base with Jim Alexander to see if there is a "winter rate" to get a set of stairs done—what would the rate be for all three remaining sets of stairs. Jim Walsh suggested getting everyone up to speed with the facilities plan, and getting it updated as well. The Board will work on that in the next month or so. Mark said he'd like to have some money in next year's budget for signage—particularly parking signs. He would just like the Board to keep that in mind, and maybe the signs could be made up in late winter, and they could be installed in early spring. Our maintenance staff could do the post-hole digging, and have posts ready for installation to save some funds on that portion of the project. Ann asked what the rationale is for the signs with building letters/numbers on them. The Board responded that the current signage is inconsistent—some have letters, some have numbers, and it is difficult for some building to be found. Ann said she still feels that it could be done much more economically. There was much discussion regarding where the signs should be placed.

Correspondence:

- Clody-enclosure request—Elmer made a motion to allow the enclosure as proposed. Mark seconded. There was no additional discussion and all were in favor.
- Peacock-letter regarding F building repairs—the work will be done this coming week. Jim Walsh commented that we probably have the same problem at other buildings.

Old Business:

- Capital projects

New Business:

- 2011 Budget—Jim and Adele discussed the budget as proposed. There was much discussion. Jim Walsh suggested that an additional amount be put into “Architectural/Engineering Fees”. Jim Parks said he would adjust that to \$4000. Jim Walsh said that Nick had indicated a new mower would be required for 2011, due to a failing piece of equipment. \$5000 will be included in Capital Expenses for a tractor. As a result, Equipment Maintenance will be put back to \$2,500. Mark asked if there are other options for our staff regarding snow removal—such as an old truck with a plow on it, etc. Adele added that there would be related expenses to that including registration, insurance, etc. After a little more discussion, that issue was tabled for the time being. The discussion went back to the Capital Projects being planned for 2011 and figures to be included in the budget. There was much discussion about the budget. There will be a few modifications to the spreadsheet, an executive session meeting, and a follow-up conference call on Wednesday, 10/27 at 7:30pm to discuss budget.

Next Meeting: _____November 13, 2010_____ 8:30am_____

Next Homeowners Meeting: November budget meeting—November 13, 2010 at 10am in the Lounge

Motion to Adjourn ___Mark_____ ___Elmer_____

Time: 11:30am