

Meeting Notes
ECA Board of Managers
January 15, 2011

Location: Edgewater Condominium Association Office
Start time: 8:35 AM

Attendees:

Elmer Kaprolat
Mark Johnston
Jim Parks (by telephone)
Jim Walsh
Gene Nicolas

Absent:

Adele Harrington

Minutes from previous meeting

- Motion to approve – Elmer
- Seconded – Jim Parks
- Approved by all

Maintenance Report – Nick

- The wastewater plant has been problematic with several issues apparently caused by the cold weather:
 - Clarification tank has been freezing
 - North side return lines have been freezing
 - Air is being drawn into the system from the skimmer tank
 - Nick has been pumping from the clarifier to the main tank and lines are now unfrozen
 - More air was added, now working well and monitoring the situation
 - One aeration pump motor failed last week. A new 7.5 hp motor is needed to replace the failed motor which is thought to be beyond repair. After much discussion, a motion was made by Mark as follows:
 - Purchase a new 7.5 hp motor to replace the failed motor. Bring the failed motor to the Jamestown repair shop for a quote to rebuild the old motor. If it is repairable at reasonable cost, we will then authorize repair and keep it for a spare motor.*
 - Jim Parks seconded, approved by all.*
- Jim Alexander recommended replacement of G Building stairs ASAP. Elmer & Nick agreed. Following the meeting, Mark & Jim inspected the stairs and also agreed. Jim W. will follow-up with Adele.
- G Building – A leak was identified behind the new gutter. Craig Barber was notified by Nick on 1/6/11. Craig plans to inspect and correct the problem. Adele may need to write a letter to follow-up if action isn't taken soon.

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Administrative Report:

- We reviewed the written report submitted in advance by Adele. The board acknowledged that we need to schedule a meeting or conference call with our insurance agent (Grimaldi). No date was set at the meeting.
- We discussed the gym damage briefly and tabled for later in the agenda.

Treasurer's Report: Jim Parks

- The financial information was reviewed by the Board. The board noted that the \$15,000 hasn't been moved from the checking account into the money market account (for reserves) as requested during the 2011 budget meetings last fall. Jim P. will inquire with Adele.
- Elmer made a motion to approve, Mark seconded, all approved the report.

Personnel Committee Report: Jim Walsh

- Jim noted that position descriptions for staff are still under revision.

Buildings & Grounds: Elmer Kaprolat

- Two trees have fallen on the grounds behind J & K buildings.
- Attention needs to be paid to keeping entrance and exit drives clear of snow

Rules & Regulations Committee:

- We discussed the need for a resolution to implement a program to levy fines for rules & regulations infractions. The Board is empowered to change the rules & regulations in the interest of ECA. The Board felt the following guidelines should be considered and a draft resolution should be written for review at the February meeting:
 - A written warning (typed) should be issued and recorded. The warning should be hand delivered or mailed.
 - A fine should be issued some period after the warning. This should also be in writing and recorded. Deliver by mail or by hand.
 - The fine should be \$25.00
 - The fine should be subject to interest penalties for non-payment
- Jim P. noted that the condominium association he belongs to in SC formed an appeals committee to provide a forum for owners to appeal board actions taken against owners. Their committee consists of a chairperson who is a board member and a 3-person committee of volunteers. The appeal process can be implemented in person or by writing. The board will consider this further in a future meeting.

Social & Recreation Committee: Jim Parks

- The issue with damage to the exercise room was discussed further. Use of a key for access to the exercise room and lounge was suggested and discussed. The key could be the same as the pool key. Pool keys could be turned in and a new one issued for all three areas. This will be given further consideration prior to taking action.
- The speaker program remains active. A presentation was made on 1/8/11 discussing a trip to Africa and water resources issues in Niger.
- The committee is active planning spring activities.

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Old business:

- The Board had a few comments on the website concept prepared by Ann:
 - The website structure was good and had a professional appearance
 - The photos seemed a bit outdated, preference is not to include photos of geese

- Beauty Pools – The Board reviewed a proposal for work on the baby pool and coping on the main pool. Elmer will contact them and determine the status of work completed in 2010 and the status of payments on this work.
- We discussed options for heating the pool and the need for a cover. No decisions were reached.

The meeting concluded at 10:45 AM.

The next meeting will be on 2/19/11 at 8:30 AM.

Notes taken and written by J. Walsh