

**Edgewater Condominium**  
**Board of Managers**  
**Monthly Meetings**

**Called to order by:**

**Date:** Thursday, March 24, 2011    **Time:** 6:00 p.m.    **Location:** Lakeside Lounge

**Members Present:**

X	Jim Walsh— President
X	Elmer Kaprolat—1 <sup>st</sup> - Vice President
X	Mark Johnston—2 <sup>nd</sup> - Vice President
X (by phone)	Jim Parks – Treasurer
X	Ann Carden—Secretary
X	Adele Harrington– Administrator
X	Gene Nicolas—Maintenance Supervisor

**Minutes from the Previous Meeting:**

- *Motion to accept:*

Moved:	Mark
Seconded:	Elmer
Approved:	Yes

**Maintenance Report – Gene Nicolas**

- Talked to Craig Barber; he confirmed that he will take care of the downspouts and gutters on F & G buildings the first nice days
- Mark asked about the downed trees; Nick said he plans on cutting up the trees and is currently making piles of branches, but can't drive on the lawn yet
- The fence down at the creek will be left open for now because of debris that piled up during the recent flooding; Jim W. suggested installing a trash rack over the pipe. Mark asked whether de-plugging is on the monthly maintenance list; Nick confirmed yes.
- Contacted Scott regarding steps on C building; when nice weather comes, he'll follow up again
- Water leak in H1—hot water tank failed and was replaced by owner. Staff was called in that day.
- Cleaned out floats in holding tanks and lift station; the floats jammed up and water was spilling out of the tank; the motors both work, but once in a while, one motor works more in the rain because of extra flow and may be on the way out; there is a spare
- Re: the pipe installed in the basement of the pool building to correct leak: the concrete was washed away; the contractors came back and redid, but now the residue is draining into the electric box; called again
- Elmer asked whether Beauty Pools had come in to measure pool; Nick confirmed. Additional coping work may be required because of winter damage.
- Ann asked about status of the drawings for draining at J & K buildings; Nick talked to Barber and he could run a snake through
- Mark reported that the second floor at J building has icicles forming through front deck, which probably indicates a problem
- There was a complaint from G building that water was leaking onto the patio (possibly related to downspouts?); Mark remarked that they should be routinely cleaned; Nick said they were cleaned twice last fall
- Jim W. asked Nick about snow removal; Nick said he was under the impression that snow couldn't be cleared unless there's 2 inches; it's suspected that this issue got confused with the reduction of overtime. Jim W. clarified that that was a misunderstanding and that snow on steps and sidewalks should be cleared immediately. Ann suggested starting snow removal earlier in the day; Mark suggested increasing list of part-timers. The board stressed to Nick that his job is to call in help, not necessarily incur overtime himself.

**Administrative Report – Adele Harrington**

- Presented insurance pros and cons: Ann asked if insurance agent was asked to put together scenarios; Adele said she requested everything we asked for and said she just got the pros and cons list yesterday even though she had been calling regularly; Mark offered to call about scenarios; Dave Conroe requested a definition of terms also be included
- Jim W. asked if Baghat & Laurito-Baghat had everything they needed for the accounting transfer; Adele said she had received a call from them for some other items, but everything was almost complete.

**Treasurer Report – Jim Parks**

- Jim P. reported that there is \$60,396.32 in HSBC Checking + \$25,090.75 in money market for a total of \$85,487.07; expenses are in line with the budget
- Joan Morton asked about the “zero” in January for laundry coin boxes; Elmer mentioned that Baghat wants us to collect every two weeks
- Adele reported that a couple more assessments came in this week; there are eight outstanding; Jim P. will compile a summary to make public
- *Motion to accept:*

Moved:	Elmer
Seconded:	Mark
Approved:	Yes

*(NOTE: Adele was excused from the meeting to go to her other job)*

**Committee Reports:**

- Personnel – Jim Walsh/Board of Managers
  - No report
- Rules & Regulations –Ann Carden
  - Ann introduced the final version of a fines resolution that will clarify the process for issuing/paying fines or penalties to enforce and correct violations; templates of violation warning and fine assessment letters were also presented; Ann explained that owners will ultimately be responsible for fines, even if the violations are made by renters
  - Mark made a motion to approve the resolution to take effect April 1; Elmer second
  - Discussion: Joan Morton expressed concern over the potential for nitpicking violations of rules and regulations. Jim W. explained that the board doesn’t expect that many fines will be issued because most violations are minor and taken care of immediately. He further explained that the resolution was prompted by an ongoing problem with a renter, who is no longer at Edgewater. Bob Morton asked whether legal action might occur if fines were not paid. Ann explained that the resolution includes a clause that the board reserves the right to pursue legal action for serious violations. Jim W. added that unpaid fines will be subject to interest that will be levied when a unit sells. Janet Greene asked about whether interest also will be applied to late/unpaid assessments and maintenance fees; Jim W. explained that a resolution regarding that was passed in November 2010 and took effect January 1, 2011. Dave Conroe expressed concern about late payments in light of the new accounting procedures, specifically sending in monthly fees to Baghat; he said he was confused about what was due April 1 and asked the board to make it clear what’s due then. Janet asked whether maintenance fees were also being sent to the accounting firm. Jim W. replied yes and clarified that April’s fees are due on April 1 and that they should be sent to PO Box 518 in Fredonia. Jim P. added that electronic transfer payments may become available as an option if enough residents are interested.
  - Ann called for question and the resolution was approved.
- Buildings and Grounds— Elmer Kaprolat
  - Elmer reported that Beauty Pools was on the grounds to measure for a wind-up solar cover and solar heater

- Social and Recreation— Jim Parks
  - The first meeting of the season will take place on March 28 at 6:30 p.m. in the Lakeside Lounge. The committee will be discussing projects for spring and potential fundraisers, the installation of ceiling fans, and a cleaning project.
  - Janet Greene asked if cleaning supplies and a good working vacuum cleaner can be approved by board; Jim P. recommended approval and mentioned that there might be some supplies in the lounge area in the closet room and under the sink in the kitchen. He estimated that the cost for new cleaning supplies and a vacuum cleaner would be \$150 to \$200. Mark moved the money be allocated; Elmer seconded; motion approved.
  - Janet thanked the board for cleaning the carpet and stairs in the lounge; the board will pass along its thanks to Adele for arranging it.
  - The board asked Janet for a price for installing the ceiling fans. Mark said he will also get a quote from Sanderson Electric.
- Reserves— Mark Johnston/Jim Parks
  - Jim P. reported that the reserves are viable.

**Correspondence:**

- Jim W. brought up whether to make recent e-mail correspondence to the board regarding the change in office hours and accounting procedures; the issue was tabled.

**Old Business:**

- Stairs on H building: Elmer moved that work proceed; Mark seconded; approved. Jim W. will notify Adele about the decision and to arrange the contract.
- Signage: The board revisited erecting new building and grounds signage; the discussion had left off at whether to post addresses on ground posts or on the building. Joan Morton brought up that 911 recognizes numbers not letters; Bob Morton will check with emergency services about guidelines. Joan also suggested that the “no swimming” sign at the top of the beach stairs needs to be upgraded. The topic was tabled while more information is gathered.
- Wastewater treatment plant: Elmer reported that Martha Bills wants to set up a meeting regarding the water line/plant and \$53,000 in a fund available for repairs (which might be able to be applied for the repairs of the pool pipe).

**New Business:**

No new business

**Next Meeting:** April 16, 8:30 a.m., Lakeside Lounge

**Next Homeowners Meeting:** Annual Meeting and Election—Sunday, June 12, 2011, at 4 p.m.

**Motion to Adjourn:** Elmer moved; Jim P. seconded; approved

**Time:** (sorry I forgot to check the time! A.C.)