

Edgewater Condominium
Board of Managers
Monthly Meetings

Date: Saturday, October 22 **Location:** Lounge

Called to order by: Laura Peacock at 9 a.m.

Members Present:

X	Laura Peacock— President
Absent	Mark Johnston—1 st - Vice President
X	Jeff Hoy—2 nd - Vice President
X (by phone)	Jim Parks – Treasurer
X	Ann Carden—Secretary
X	Rick – Administrator
X	Gene Nicolas—Maintenance Supervisor

Minutes from Previous Meeting

- *Motion to approve:* Jim moved; Jeff seconded; so moved

Maintenance Report – Gene Nicolas

- What appears to be disposable adult diapers have burned out the motor in the wastewater treatment plant. A spare motor was installed and two new motors purchased for a cost of \$2400. Jeff moved that a third motor be rehabbed instead of replaced; Jim seconded; approved.
- Tommy is getting up to speed on maintenance of the wastewater treatment plant.
- Bids to fix the drainage issue will be finalized early the week of Oct. 24.
- The pool room has been repainted and covered with cardboard for the storage of maintenance vehicles; autos will not be stored this year. Nick has been asked about storing patio furniture and bikes in the pool room; the board agreed that regular storage space must be rented.
- Nick will get bid from LaPorte on hauling out scrap metal.

Administrative Report – Rick Clawson

- The apartment over the office is ready to rent for \$650, which includes heat. A year-long lease is preferred (minimum of six months). Flyers are being posted around town. Rick suggested installing a dishwasher for greater appeal.
- Fairpoint has installed a wireless router in the office.
- The office phone should be replaced; Rick will look into the conference call feature through Fairport (or we could buy a conference phone, which would work better).
- Much of the office equipment is outdated; Rick suggested buying an all-in-one printer, scanner, fax and copier. The board told him to get prices.
- The office itself also needs upgrading (painting, carpet cleaning).
- Rick suggested establishing a Hotmail account, which would be Outlook compatible (the current Yahoo account is not); Ann stated that we have five email accounts associated with our website that are currently not being used.
- Rick is in the process of compiling the resident database.
- He has made a diagram of mailboxes by unit.

Treasurers Report – Jim Parks

- A letter from the attorney has been sent out to those in arrears.
- \$4,400 in past due money has been paid due to Laura's diligence
- Laura has been going through office files and has found a trend of people not receiving notice of missed payments. She will get a price from BLB about adding monthly or quarterly invoices to their services.
- \$30,000 is owed by three people; the board may have to consider foreclosure at some point.
- The budget situation has not changed from the previous projection; \$5,000 below projected revenue because of arrears.
- This year's budget has been overspent by \$35,000 due to expenditures for roofs that were not expected and an additional set of stairs that should've been covered in 2010.
- Current cash: \$29, 637.69.
- Jim reviewed the possible 2012 budget. He has reduced income \$6,000 based on this year's figures. Under expenses, he has increased the lines for accounting fees, building maintenance, ground maintenance and roads; the office payroll line has been decreased \$17,000. He suggested that we slow down on capital projects to let our reserves recover.
- Laura reported that a debit card with a \$700 limit has been procured for small online purchases (e.g., monthly website hosting, antivirus); she will write up a process for its use.
- *Motion to approve:* Ann moved; Jeff seconded; so moved

Committee Reports

- *Personnel* – Laura Peacock/Board of Managers
 - Adele has resigned; Rick Clawson is temporarily working part-time in the office.
- *Rules & Regulations* – Ann Carden
 - Ann asked if the updated rules and regulations had been mailed to residents before Adele left. They were not; Rick will follow up.
 - Ann will conduct a new audit of parking permits; the original list of violators was not notified before Adele left.
- *Buildings and Grounds*— Jeff Hoy
 - Looking into getting proper equipment to do what has to be done.
- *Social and Recreation*— Jim Parks
 - The committee has purchased 12 place settings for the lounge, CD players for the gym and pool, and a DVD for the lounge, and installed ceiling fans in the lounge; the old fixtures were sold to an antique store.
 - Jim reviewed the November schedule; activities are winding down now because there are fewer members at Edgewater to carry them out
 - Refreshments for today's meeting are courtesy of the committee
- *Reserves*— Mark Johnston/Jim Parks
 - Nothing to report other than what was already covered in the treasurer's report.

Correspondence

- Janet Greene: Concerned about pine tree pitch covering parked cars and sidewalk. The board is not in favor of cutting the trees down. We have until warm weather, when the pitch will start up again, to consider alternatives.
- Bob and Joanie Morton: Obtained two estimates on cutting down all of the trees and brush along bank behind M building, the lowest of which was \$860. Jim responded that we are really trying to reserve funds at this point and suggested the bylaws be referenced to make sure we have authority to spend association money on projects that would benefit only one or two units; Laura will review.

Old Business

- Nick is turning the heat on in the gym for open hours. Rick suggested a programmable thermostat be installed; Nick will look into it.
- Ann reported that the communication survey was out, but few responses had been received thus far.

New Business

- No new business

Next Meeting

Budget meeting: Nov. 30, 7 p.m.; the November board meeting will follow

Next Homeowners Meeting: TBA-

Motion to Adjourn

Jim moved; Jeff seconded; so moved.

Meeting adjourned at 10:31 a.m.