

# Board of Managers Meeting-October 2021

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30 OCTOBER 2021 / 11:02 AM / Online via GoToMeeting

## ATTENDEES

Board: Lee Davies, President \* Colleen McCarthy, 1st Vice President \* Suzanne Krzeminski, 2nd Vice President \* Nanette Bartkowiak, Treasurer \* Kimberly Alonge, Secretary \* Rick Clawson, Manager, and 7 on-line (Taffy Ballard 611#, Marilyn Gollnitz #1102, Janet Greene #904, John & Avery Jones #1102, Don Laird #406, Linda Jo Lewis #502, and Mary O'Leary #409).

## AGENDA

### OPEN FORUM FOR GUESTS:

- No comments.

### TREASURER'S REPORT:

- Nanette Bartkowiak, Treasurer, reported as of 10/30/21 our total cash assets are \$163,144.00 broken down to: \$117,117.00 (Checking Account), \$46,027.00 (Reserve Account). Capital projects of \$62,250 for the deck replacement of the M building, and \$64,550.00 for building F. In addition, the gutter replacements totaled \$30,840 and the new pool locks cost \$3,032. The emergency repair on the deck added \$5,000 total for a capital cost of \$138,672, which brings us to a negative \$33,470.00. We will be out of the negative and to a positive balance at the end of the fiscal year. There are 5 delinquencies over 90 days totalling \$1, 071.00. The treasurer's report was approved with motions from Suzanne and Colleen.

### SECRETARY'S REPORT:

- The secretary's report of the minutes of the September 25, 2021 meeting was approved with motions from Colleen and Suzanne.

### MANAGER'S REPORT:

- **Reported by Rick Clawson**
  - **Mailboxes:** The concrete poured at the L building mailboxes needs some attention. A platform will be built to try and help with the pooling water and should be done by the end of the week.
  - **Winterizing:** The crew is working on winterizing projects as well as picking up leaves and sticks. They will also continue placing LED lighting on stairwells.
  - **Water leak update/Water Pressure:** - The water leak at the 400 building areas created havoc for 2 weeks. The leak was found and fixed by Rizzo. They did a great job sticking with it until the leak was found. The cause of the leak was found in an abandoned line from the prior campsite on the grounds before our condo buildings were built. Rick received the invoice from Rizzo that the Board will discuss under new business. Since the

leak was fixed, the increase in water pressure caused concerns. Rick contacted the Village of Westfield who tested the pressure and found no issues. Rick purchased a new pressure tester so we can check and monitor the water pressure ourselves.

## **MANAGER'S REPORT:** *(continued)*

- **Sweatshirt Order Closing Date** - Rick has an order for 17, which will be ordered this week. If anyone is interested in ordering, please submit the order to Rick this week.
- **Consent forms:** Very few consent forms have been received; much less than in the past. There is an existing resolution on hand where if the temperature drops below 20°C, the unoccupied units are checked regardless of whether a consent form is on file or not. The process will be continued this year.
- **Bicycles:** People are not putting their bikes away, despite several requests to do so. The deadline is the end of October and as of today, there are still 17 bikes out on the bike racks. Rick would like to leave bikes in bike racks out this year. The bike racks are not in the way of plowing so they will stay put where they are. As noted in the September meeting, storing bikes in the pool building is something we do as a courtesy and we are not required to do so. If it becomes an issue we will stop doing that. Bikes must be identified and you assume any risk of damage.
  - **Board comments:** Nanette: Not sure if leaving bikes out is an answer or looks right as it is unsightly. Colleen: The bikes are locked, so short of cutting locks and physically taking bikes in, we don't have a choice but to leave them out. It is not up to maintenance to take care of anyone's property. Lee: Asked Rick to send out a reminder they need to be removed. After that, we will tag those that aren't and if they are not removed, we will consider them abandoned, like grills. Rick will try one more time in the newsletter. Lee suggested sending a reminder via an eMail blast, along with a reminder about the consent form, as some may not be reading the newsletter. Those needing to return a consent form can respond to Rick's eMail and this will serve as a written record of their agreement of the consent form. Colleen noted she likes the idea of being able to respond via eMail, as the form can be clumsy and it is much quicker and easier with an eMail.

## **COMMITTEE REPORTS:**

- **Social/Recreation Committee:**
  - Marilyn is working this winter on a calendar of events for next year. She has several ideas and suggestions and hopes to do all they committee wants to do. Much of it could again depend on Covid, etc. If anyone has suggestions or ideas send them her way.
- **Beautification Committee:**
  - Nanette reported the committee has added several people so Spring will have more workers. The Community Garden, by the L building, was made smaller. The thistle needs to be dug out until all is gone. Some ground repair needed, but everything else looks great. They are making headway and will keep at it. Lee gave a thank you to Nan for all the work done throughout the community. Marilyn planted bulbs taken from the garden. Things look really nice and the hard work is appreciated.

## OLD BUSINESS:

- **2022 Budget:** Lee reported that continued work is being done to finalize the budget. We do have it worked out as far as operating budget and are beginning to look at a prioritizing list for capital projects and other major projects (capital or not). The amount of expenses due to the

## OLD BUSINESS: *(continued)*

water leak, etc. (There was a \$2000 + water loss). It does look like no special assessment will be needed, but our strategy going forward is going to be a prioritized list of projects to work on for 2022. We will see what has to be done and what we can afford little by little to avoid a special assessment. There is no plan to do a major project, but we do have a list of what needs to be done. At the end of the year we will see where we stand (with accounts) and then prioritize the work.

- **Main priority:** We will continue to address water inflation to units 400 & 500; this is an ongoing project. In addition, concrete work that was pushed off will be addressed as we can do so. Ideally, we would like to do it all at once, as we will get the best price on concrete. The M Deck project contractor had left over concrete that was placed by the L building mailboxes to try and help the situation, but it did not work out. There is pooling water that we will try to fix by building a structure over it with a non-slip pad. This will be a temporary solution until we can replace it.

## NEW BUSINESS/CORRESPONDENCE:

- **Rules & Regulations changes:**
  - **Parking in the campers/rv area:** Items are being left out and unattended, As a result, we are adding to that section the camper/rv area is not intended for camping or recreational purposes. Nothing should be stored outside in the lot, unless contained in the unit, including wheeled things and cans. Residents cannot camp in the lot and items should not be left out, they must be inside a trailer or boat. The motion was approved by Colleen and Nanette
  - **Grilling** - An electric grill (such as a “Geroge Foreman” grill, which is not open flame) can be used on the upper deck balconies. The use of electric grills (not open flame) can also be used on the lower unit patio areas. Open flame (propane) grills are still required to be done on ground level 20 feet away from building or patio) and are still forbidden on balconies. Propane grills must still be stored at the side of buildings or other areas, approved by the Board, while electric grills may be stored on balconies or patios. Lee asked that “charcoal” be added to the language along with “open flame” so there is no question. The motion was approved by Colleen and Suzanne.
- **Mapping Utilities:** Lee noted there has never been an accurate map in our record for water and electric lines. We know where our stuff is but there are lots in the ground that was here before these buildings were built. When digging for water lines during the water leak, they did have the marked call before you dig lines, but still cut through cable lines that were never removed. Water and electric lines at the pool building were found when looking for leaks. One was a live line that went to nothing and we were lucky to find it. Going forward, Rick got some PDF maps/drawings of grounds and started overlaying the utility lines. Our long-term goal is to install individual water

shut-offs at every building to keep something like this from happening again. While looking for the water leak at the 400 building, they found a plastic 1.5 inch line running under the building before the building was built. It was not an active line we use, but it broke and that was what caused the water leak.

## **NEW BUSINESS:** *(continued)*

- **Future Capital Projects:** Lee noted he is working on the list. If you have ideas of what you would like to see done, bring them to Lee. We do have plans for the future such as new roofs, which is a long term planning project. In addition the office has been put off and is towards top of the priority list. We need to complete these projects little by little until reserves are back up. We feel it is of very last resort to do a special assessment and will try to avoid it at all costs. We can plan and move forward as we can.
- **Updated Directory:** Lee noted Rick is working on updating our directory list. If you need changes, send them to Rick. It is important to be able to contact owners if there is a problem. For example, during the water leak project, we had to go in one of the units. The owner did not have current keys on file with the office, which is required. As a result, a locksmith was called. If we don't have a key on file and need to go in your unit during an emergency, you will get a bill if a locksmith has to be called in.
- **Bill for Rizzo for water leak:** Rick received an invoice for \$31,293 (includes tax). The company sent a very detailed invoice. They did a great job as they came here and worked diligently until they found the leak. Lee noted the invoice also includes specialists brought in to listen and track to find the leak. We will address any ongoing issues with repairs/renos of units where the flooding occurred as well as any ground repair needed. We have contacted our insurance and are hopeful they will consider paying a portion of the bill and that the interior renovations will be covered too. Rick has spoken with the insurance adjuster and will have a final answer by Monday. We should see a partial reimbursement on this. If we are denied, we will have to pay one way or the other. Correspondence was also sent to the Westfield Department of Public Works to see if there is any assistance they can give us. We found the leak as going through budget things and saw big increase in the water bill. We feel the DPW billing should have seen the dramatic increase of water consumption. We sent correspondence, as we needed to submit something in writing for assistance with the water bill. The motion to approve payment of the bill to Rizzo was made by Kimberly and Nanette. Lee thanked the workers and Rick and everyone involved, as well as those affected throughout the community. Thank you to everyone.
- **Health/Safety Issue:** The Board was made aware of a health/safety issue in one of owners units. The situation is being addressed as fast as possible. Fines and liabilities will be discussed in the executive session today, as it is a private matter.

## **OPEN FORUM FOR GUESTS:**

- No comments.

## **NEXT MEETING:**

- The next meeting will take place at 11:00 AM on Saturday, November 27th via GoToMeeting.

## **ADJOURNMENT & EXECUTIVE SESSION:**

- The meeting was adjourned at 11:43 AM with motions to adjourn from Suzanne and Colleen. The board came out of executive session at 11:56 AM after approving a motion on the floor.

Respectfully submitted,  
Kimberly A. Alonge, Secretary