

Board of Managers Meeting-November 2022

NOVEMBER 26 2022 / CALLED TO ORDER AT 11:00 AM (EST)/ Online via Zoom

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 10 identified callers on-line: * Bruce, Monica #603 * Deets, Barbara #509 * Gollnitz, Marilyn #1002 * Herr, Judith #603 * Horn, Bill # 509 * Laird, Don #406 *

**Please remember to identify yourself, with your name and unit number, when logging in.
Missing IDs will be removed from the meeting.**

AGENDA

OPEN FORUM FOR GUESTS:

- No comments

TREASURER'S REPORT :

- **Nanette Bartkowiak, Treasurer**, reported as of 10/31/22 our total Cash Assets are \$166,544.00.

The Assets are broken down as follows: Checking Account, that we pay the bills from, is at \$78,560, Accounts Receivable at \$15,377 and the Reserve/Savings Account, that we spend Capital Projects from, is at \$87,984. To date, nothing has changed for the Capital Project expenses at: \$70, 299 for gutters and downspouts, the Office siding and windows, and building leak repairs. HOA delinquencies at 90 days are \$3,166. The Treasurer's report was approved by Kimberly and seconded by Suzanne, no discussion, and with a 5-0 motion carried.

SECRETARY'S REPORT:

- **The Secretary's Report** of the minutes of the October 29, 2022 meeting was approved, no discussion with motions from Colleen and seconded by Suzanne, with a 5-0 motion carried.

MANAGER'S REPORT/PROJECTS UPDATE:

- **Lounge Electrical Issues** - The issue with the heaters in the lounge and exercise room all came down to both heater systems (both up and down stairs) installed on the same breaker panel. It is a 100 amp panel with the heaters drawing 94 amps continuously, triggering no heat. The electrician came and rearranged the panels to move one heating element to one of the larger panels and the system is now back functioning and seems to be resolved.
- **November Winter Storm** - We had no significant issues, but the guys did a good job taking care of things. As usual, they did an outstanding job.
- **PVC Kayak Rack** - Plans have been downloaded and the rack will be built over the winter. This will provide for more space in the Kayak storage area.
- **Unit Checks** - The guys will start checking units for the winter that have given consent to do so.
 - **Lee** - Reminded everyone to send Rick an eMail or fill out the consent form.
- **Lounge Oven** - Rick reported for Janet Greene (who had issues getting her audio to work on Zoom) that she would like to request a new stove for the lounge when funds are available to purchase one. She

MANAGER'S REPORT/PROJECTS UPDATE: *(continued: Lounge Stove)* also pointed out that some of the windows in the lounge allow cold air in and that there was no heat when she recently used the lounge.

- **Lee** responded we are open to donations to replace windows as they are not in the budget. They close as much as they close and the blowing air is a result of the weather in our area. We have asked vendors to give quotes for making improvements; this is in the works. Now that the heat is working properly, it will help. Regarding the stove in the lounge, we may swap out the stove from the pool building to the lounge and work on getting a replacement over time.
- There were no other questions from the Manager's Report.

OLD BUSINESS/COMMITTEE REPORTS:

● **Social/Recreation Committee:**

- Marilyn Gollnitz - Reported she and Avery Jones will start painting Tuesday, December 6 in the lounge at 10:00am. No experience necessary, just come and have fun. Bring your lunch as we will be there for a couple hours. There will be supplies on hand to paint with. They will try to do this every week for the winter.
 - **Marilyn** noted while painting over there last year, it was cold, but Avery bought a heater and it was alright. She wondered if in the interim of repairing the windows, if putting plastic around windows can be done. Some windows are fine, but some do have gaps. Rick noted it will be taken care of this week. Judith #603 found an inexpensive magnetic window film kit on Amazon and sent the link to Rick at Lee's request. Rick reported he has been monitoring the temperature of the rooms and they are both at 65°.
 - **Lee** asked Marilyn if the stove in the pool building got used much. Marilyn said not too much and had a suggestion to talk with residents, who are replacing their stoves, to see if they are in good shape and if so, perhaps that could be donated to put in the lounge. This is a great idea and Rick will put this in the December newsletter. In the meantime, the guys will move the stove from the pool house to the lounge for winter to keep the lounge available and then look to replace it in the future.

● **Beautification Committee:**

- No Report.

● **Rules & Regulations Committee:**

- Updates reported under New Business/Correspondence.

NEW BUSINESS/CORRESPONDENCE:

- **Rules & Regulations Update** - The updates to the Rules and Regulations were circulated and an overview of the updates were presented at the October 2022 meeting. They were also posted in the newsletter. No input on the updates were received. Lee gave summary of updates: no satellite dishes, improving wording in the recycling section, pest control, specifically changes to where bird feeders go, highlighting the November to April time period we are now in, where feeders must be 20 feet from building, residents cannot throw food in yard for squirrels and bird as it attracts rodents, the kayak and bike tagging, and the policy for hot water tanks needing be replaced is now mandatory every 10 years. Owners must submit proof of the hot water tank installation to Rick. Lee reminded residents if there is a leak you are responsible for all issues related to the leak. The updates for hot water tanks should help prevent leaks and damage.
 - A motion to approve the updated Rules and Regulations as submitted was approved by Nanette and seconded by Colleen with a 5-0 motion carried.

NEW BUSINESS/CORRESPONDENCE: *(continued: hot water tank)*

- **Monica #603** noted she owns a first floor unit and asked how she knew when the hot water tank was replaced. Lee replied that as we get that database filled in, it will be much easier to know, but in the meantime Rick may or may know and to keep in touch with him to find out any updates. Rick will send a letter out to everyone requesting the installation date and proof of an updated hot water tank installation. We will start now and update as information is received to build the database. This rule is required for downstairs units as well but extremely important for the upstairs units.
- **Judith #603** asked if there was a specific vendor to contact to install a new hot water tank. Lee pointed out on the back of the newsletter there is a list of vendors that have done work. We don't have anyone in particular. Let Rick know if you can't find anyone.
- **Monica #603** asked if a lot of people need to replace their hot water tanks, if there is a vendor who might give a price for doing several at once.
 - Lee asked Rick to reach out to see if any of our vendors might have a deal price if we get a bunch of people to replace them at once.
- **Don L#406** noted in his experience, when he replaced the hot water tank in 2021, the contractor wrote the date on the tank. He suggested searching around on the tank and there will be an indication of when it was installed.
- **Tylak/Gillett Lakeside Enclosure modification request - #308** - Board members confirmed receiving the request. Rick noted the owners need to be aware of the rules and regulations regarding flooring with respect to hardwood/laminate flooring in particular areas so they don't go too far away from allowed areas when updating the kitchen, bathroom, hallway, laminate is approved in an upper unit. In addition, Rick wanted to make sure the residents are aware that they need to secure the necessary permits for updating their unit. Lee suggested he put together a letter with this information and save it as a template for future use when such requests are received. The letter should also contain specifically where laminate can be installed. In addition, any remodeling, such as moving the kitchen to a different location, a reminder will be made that walls and floors (common areas) to move plumbing to a different area is something the Association will not approve and cannot be done.
 - Lee - Suggested we vote on the request made and then Rick will send a written notice of the vote results and remind them to review and contact Rick regarding rules for modifications.
 - Nanette- Asked for confirmation regarding the section in the Rules and Regulations that state flooring in upper units, when replaced, must be not only properly insulated but also are required to let Rick know so he can look at the subfloor to be sure it is approved. Lee confirmed the rule and added the owners of #308 must be reminded and understand they cannot install laminate for all flooring. In addition, unauthorized changes to units that violate this will be removed at the owner's expense. Lee does not feel comfortable moving forward with this request until we verify the information is understood.
 - Rick - Suggested we need a floor plan of the existing and future (proposed) updates and that he was hoping the owners would be at the meeting in case questions like this came up. Lee stated because there are many questions and we should wait for additional information. He questioned if there are plans to alter other things in the unit? If so, are they part of this request? Rick answered that the other plans are not part of this request, but there is a plan on doing extensive changes and anything else needs a separate request.
 - Kimberly asked if the proposed modification request of the enclosure is part of the future plans of remodeling and if so, is that perhaps where the kitchen is going to be relocated. If so, that part of the unit would not allow for laminate flooring.

NEW BUSINESS/CORRESPONDENCE: *(continued: #308 Enclosure)*

- Nan stated Rick made a good point; we want people present to answer questions like this. Lee added it is a good idea to table the request and Suzanne agreed we need to until we get the whole picture.
- A motion to table the request until additional information is given and request the presence of the owners at the next meeting was made by Colleen and seconded by Nanette. The Motion carried 5-0. Rick will contact the owners regarding this decision.

OPEN FORUM FOR GUESTS:

- **Marilyn #1002** - Suggested, if possible, when the guys are taking the stove out of the pool building to check to see if the dishwasher is plumbed and if it is usable? She asked if it can be removed as no one uses it. Once taken out, can shelves for more storage be installed. She noted that nothing can be stored because mice get in the drawers and cabinets. Kimberly suggested if it is usable, maybe we can sell it and put the money towards a new stove but if not, she can contact Matt Gross to pick it up for scrap.
- **Bill #509**- Shared that putting a pan under the hot water tank gives you the ability to buy yourself some time until replacement, if a leak happens. He also shared that there is an inexpensive water alarm that can be purchased to put by the water heater. If you have a hard time looking around your tank, due to the way they are installed, to find the installation date, the alarm will let you know if there is a leak. Lee thanked Bill for the information and agreed those are great steps to take.

NEXT MEETING:

- Due to the holidays, the next meeting will be on Tuesday, December 27th, at 7:00 PM, Eastern Standard Time, online via Zoom.

ADJOURNMENT & EXECUTIVE SESSION:

- Lee asked if there was a need for an Executive Session. Suzanne asked if we needed to meet regarding the arrears. Nanette answered there was no need to talk about the arrears as they are on top of it and people are taking care of things. Nothing needs approval for a lien at this time as there was nothing over 1,000 at this time.
- The meeting was adjourned at 11:48 AM with a motion to adjourn from Colleen and Kimberly. The motion carried 5-0.
- No Executive session was held.

Respectfully submitted,
Kimberly A. Alonge, Secretary