

MEETING NOTES FROM MARCH 25, 2020 HOA BOARD MEETING

1. **Call to Order** - Meeting was called to order at 4:16 pm with Quorum present via 3-way conference call (Glenn, Donna, & David), and the Mar 4, 2020, HOA Board meeting notes were approved.

2. Treasurer's Report:

- a. As of Feb 28, 2020, all income and expense categories are within budget reflects approximately \$15,167 deficit due primarily to the budget even leveling per month of numerous categories' annual budget and our cash basis accounting.
- b. The electrical bill for Building #2 repairs and replacements that was being contested by the Board via York has been resolved and we are still awaiting York to provide us the agreed upon refund equal to \$240.19.
- c. Reserves fund at end of February equals \$85,090.82.
- d. Ageing Report - No past due accounts.

3. Old Business:

- a. Porch shutters - Project continues as a *works in progress*. The Board has reviewed and approved the contract proposal submitted by Heirloom Carpentry that included 3 alternate design concepts and total costs for fabrication, painting, and installation in two phases; Phase I, 2 shutters, & Phase II, 6 shutters, for a total of 8 shutter systems. Phase I shutters will be installed on the **2nd floors of Buildings #2 & #3 as a pilot project** to assess, upon completion, the appearance, aesthetics, functionality, endurance, compatibility, and maintenance of the shutter system. Once the resulting installations are deemed acceptable by the majority of owners, Phase II will be installed on the 1st floor of all 3 buildings after the planters are removed and properly disposed of. It should be noted that the concept of a shutter system being installed on all 3 buildings in lieu of the planters was the subject of a homeowners meeting previously conducted that resulted in unanimous approval to proceed but subject to an acceptable final design reflecting a properly functioning shutter system; thus, this final review and approval procedure being the purpose of this initial pilot program (pilot project/test case). Design *Option #3* was selected and the budgets for both Phases agreed to. Another site meeting will be conducted to review procedures and scheduling. The approved cost for Phase I, 2nd floor Bldgs #2 & #3, for fabrication, painting, and installation is \$10,572.12; Phase II, 1st floor all three Buildings is \$28,716.36 to commence pursuant to pilot program as outlined above. Next steps are: to pay 50% deposit to Heirloom to commence detailed design and shop drawings including recommended

connections to structure and coordination of project schedule. Fabrication is to commence upon receipt of Accoya wood. It is the intention to start on Building #2 in order to allow more time to complete deck/column repairs on Building #3 if reasonably possible (see Building #3 Column Leak in sub-paragraph e. below).

b. Painting exterior of Building #1 - Work still scheduled for April/May, 2020, and contract has been executed.

c. Status of Landscaping matters:

1) Maintenance Services Contract - The Board decided to continue Bland Landscaping, Inc.'s maintenance services contract for the remainder of 2020. Following effective discussions with Bland regarding quality of services and owner expectations, Bland appointed a new site superintendent and significant improvements have already been observed. In order to achieve the ultimate goal of creating and maintaining a preeminent landscaped site environment, the Board is developing a game plan to realistically reassess the annual budget to reflect the majority of homeowner's expectations that will be discussed and voted on at the next annual HOA meeting. Thus our goal is to insure that the service provider continues to provide basic, adequate maintenance services including limited plantings within the current budget for the remainder of 2020 during which time the Board will:

- prepare and recommend a revised annual landscape maintenance and plantings budget to more accurately reflect our homeowner superior "results" expectations;
- review this draft budget with owners at our annual HOA meeting;
- once the scope and budget are approved in final form, negotiate a 2021 services contract.

2) Phase I Upgrades & Additions - A Phase I "upgrading plan" is being finalized that will emphasize better, more colorful planting beds in the front to improve the overall sense of arrival. We anticipate an overall upgrade program for the entire property to be planned and executed in 3 Phases over a 24 - 36 month time period commencing this fall but within the current overall landscaping budget. As described in sub-paragraph c.1 above, the revised budget will be proposed for review and approval at the annual HOA meeting that will reflect the portion of costs for new plantings and hardscapes expected to be incurred in 2021. The Board will do its utmost to cover the expected costs of these upgrades, combined with the new service contract as described below, within the unspent landscape budgeted funds which equates to approximately \$12,000 remaining.

- d. Elevators: Glenn recently met with Kone's senior representative, Mark Adams, regarding the consideration to install digital call capabilities in each elevator in lieu of the current analogue system. Mark appears to be a high quality person and self-starter so we expect significant improvements in response times, maintenance services, and recommendations for improvements. Kone is recommending digital phone lines as have been previously recommended. The Board will compare the installation costs and monthly service fees to determine and evaluate a cost benefit analysis & pay-back period. However, with digital protected by battery back-up in lieu of the power grid, the primary benefit and justification is **safety** and costs are a secondary consideration, although we expect the cost differential to be reasonable and justifiable. We will pay Kone for both installation and the monthly fees. Our goal is to make the decision prior to the next Board meeting and proceed accordingly.

- e. Building #3 column leak - A structural engineer has now inspected the column system and concluded that there was not a structural issue to be concerned with but simply aesthetics. Based on engineers advice (and design if necessary), we will proceed with negotiating repair "joint venture contract" with Baker Roofing and Jackson Carpentry. We have determined that pursuing a continuing claim via Nationwide Insurance with assistance from our agent, Carter Glass, that insured the driver of the vehicle that crashed in to the porch area almost 3 years ago, is likely not even feasible. We will proceed with the corrective action, once we have negotiated a construction contract that includes Jackson Carpentry and Baker Roofing. Next step is to obtain architectural plans for those firms in order to propose a corrective scope of services and associated cost proposal.

4. New Business:

- a. York property manager status - Jennifer Timmons has officially ceased employment with York and her senior supervisor, Neill Frantz, continues as our temporary primary management contact pending appointment of a replacement for Jennifer Timmons. We also continue to await a response from York as to checking with termite inspector to obtain recommendation as to on-site and in basement storage of fire wood by residents.

- b. Potential New HOA Property Manager - The Board is seriously considering replacing York as the property manager and is currently interviewing alternative firms for consideration. We have narrowed our search to two local firms and both have submitted proposals and are in the process of being interviewed by the Board. It is our intent to select a new property manager upon completion of our search and contract negotiations in order to commence services by May 1, 2020. York is entitled to a 60 day notice however we anticipate being able to negotiate a 30 day time frame instead. In addition to standard operating tasks, the new property manager will

immediately engage in supporting, advising, planning, and overseeing the accomplishment of the following pending endeavors:

- 1) HVAC maintenance contractor - Based on a continuing overall dissatisfaction with the performance of the current contractor, the Board recommends selectively identifying and interviewing potential new maintenance/repairs contractors via recommendations from the HOA Property Management firm to provide:
 - Periodic HVAC maintenance and preventive-maintenance operations for the common area;
 - Potential periodic maintenance including preventive-maintenance operations for individual homeowners based on the independent desire of each home owner for generally the same costs per similar units
- 2) Painting Building #1 exterior
- 3) Window washing and general power washing of Buildings #2 & #3 (assuming Building #1 will not require it until after the painting project)
- 4) The Phase I shutter project
- 5) The column leak & deck repairs for Building #3

5. Meeting adjournment: Meeting was adjourned at 5:34 pm; next meeting is scheduled for 4:00 pm, Wednesday, April 22, 2020.