

## **Board of Directors' Minutes – November 12, 2018 Annual Budget and Election Meeting**

### **Call to Order**

The regular meeting was called to order at 7:02 pm by, Joan Brankin, President of the Board of Directors (BOD).

### **Roll Call**

A roll call of BOD members was called by Joan Brankin. Present were Janice Cepulionis, Secretary and Lee Reiff, Director. Barb Fentem was present as representative of the managing agent.

### **Minutes**

The minutes of the August 13, 2018 meeting were read aloud by Janice. Joan motioned to approve the minutes and Lee seconded. Minutes were approved as read.

### **Announcement**

Joan announced that recently four residents passed away: Judy and Dan Kiehn in 7716, who were original owners; Georgia Ann Maloney in 7710; and Frank Hannigan in 7722. Also, Elsebeth Buckley in 7710 suffered a stroke and will be moving back soon with 24-hour care.

### **Financial Report**

Barb Fentem presented the Financial Report as of Nov. 12, 2018, showing the assets at \$150,376.23 and liabilities at \$150,378.23. Janice motioned to accept the report and Joan seconded the motion. The report was accepted as read.

Barb explained how she determines the new budget and then presented the proposed operating budget for 2019.

- Assessments remain the same
- Ground Maintenance will include power washing the garages in the Spring.
- The Budget is not cut in stone, money can be moved between line items.
- Insurance, salt prices, putting less into the Reserves and the sprinkler system were discussed.

### Items Discussed:

Who allows entrance to Otis elevator inspectors? Barb will call and see how they are getting into the buildings.

Building 7728 was vandalized and 8 cages were broken into. Security was discussed – cameras in garages, better locks on security doors, and making sure utility doors are locked after use.

Lee motioned to accept the new budget and Janice seconded. The new budget was approved.

## **Old Business (Accomplished)**

- Seal coating completed in parking lot and we should be receiving a refund.
- Service doors had the rust removed and were painted.
- We had the fire inspection and there is a deficiency in the overhead sprinklers. We need all four buildings re-inspected. Cost for repair will be \$1,354.64 per building for a total of \$5,418.56. It was voted to have all 4 buildings done at the same time.
- Hill Group duties were explained – they perform the duties of 4 companies we previously used. It was suggested we look into using a company other than The Hill Group.
- Dead bushes were removed and lower branches of island trees were trimmed.
- Power washing of garages has been delayed until the Spring.

## **New Business (In Process)**

- Garage door in 7710 was repaired and a new remote will be needed in the near future.
- Lee Reiff advised she is still checking on bird cages for vents. Barb will work on pricing.
- Building captains need to keep a supply of salt at the front doors for snow and ice days. Use pet friendly salt, not rocks or pellets.
- Updated Policies and Procedures were discussed and approved by the Board by a vote of 2 to 1.
- The State required Ombudspersons Act – Owner Complaint Form was discussed. Katie Cox will put this on our website.

## **Wish List**

- Replace garage service door locks.
- Redo fire retardant on garage beams where needed.
- Check low spots in garages for water accumulation.
- Repair broken sprinkler pipe in front of 7722.

## **Adjournment**

There being no further business of the Board of Directors, Joan motioned to adjourn the meeting and Lee seconded. The meeting adjourned at 8:26 p.m.

We continued with the Annual Election of Officers for the coming year.

## **ANNUAL ELECTION MEETING NOVEMBER 12, 2018**

### **Call to Order**

The annual election meeting was called to order at 8:30 pm by Joan Brankin, President of the Board of Directors, who then turned over the election to Barb Fentem.

Barb stated that we could proceed with the 2018 election as the required 20% of owners were present.

Barb introduced four candidates:

1. Lee Reiff
2. Neil Mauriello
3. Sean Patterson
4. Harry Young

Barb asked if there were any volunteers in the audience who would like to serve on the Board and Loretta Kartch volunteered. There being no additional volunteers from the audience, affirmation by show of hands was permitted and accepted. All five candidates were elected.

There being no further business, the meeting was adjourned at 9:00 p.m.