

Cross Keys Condo #1
Board Meeting Minutes
September 5, 2018

I. Call to Order and Verification of Quorum

Sharon Nathanson called the meeting to order at 6:30 p.m. A quorum was established.

- Board Members Present: Sharon Nathanson, Gail Mandell, John Cahan, Michael Hill, Diana Schulin
- Board Members Not Present: Carol Kaufmann, Sarah Taylor

II. Approval of the Minutes of the June 6, 2018 Meeting

A motion was made to approve the minutes of June 6, 2018 and it was unanimously approved by the Board. The minutes are entered into the Association records.

III. Treasurer's Report

John Cahan gave the report. As of July 31, 2018 there was \$73,869.67 in the Operating Account and \$390,212.47 in Replacement Reserves, so the Total Assets are \$464,082.41. For the month of July expenses exceeded income by \$35,234.00

IV. Reports

A. Property Management Report—Rosalie Parker

Financial Audit: Rosalie confirmed that the 2017 financial audit is being completed by Donald A. Hiltner & Company. He is working with both Thornhill and Mike Grier at Village Management to get the required data. The Association expects to receive a report within the next couple of months.

Roof Leaks: Ruff Roofers continues to address a number of leaky roofs (roofs were previously re-shingled in 2006), including several units on Olmstead Green. Rosalie also has requested that another roofer come to evaluate the state of the roofs for all buildings.

Gutter Leaks: A contractor was on site on Friday, August 31st to evaluate gutter issues at 7 units; Rosalie is waiting to hear back regarding what repairs are needed and the estimated cost.

Sidewalk Repairs: completed on all courts by Precision Concrete on September 4th, addressing tripping hazards (shaving the concrete to 5/8 of an inch).

Violation letters: were sent to owners regarding several ongoing issues, including dogs off-leash, ivy growing on homes, and commercial vehicles parking overnight.

Community Directory: owners received a mailing asking to share their contact information for an updated Condo 1 community directory. Rosalie has received 55 responses (out of 89) so far and will work to get this printed by the end of the year, in a booklet format. Sarah volunteered to follow-up to get information from those not responding.

Fall/Winter prep: gutters will be cleaned in late November. Also, Rosalie will work with Chimney Doctor to get a group rate for owners to get chimneys cleaned.

Snow Removal: Rosalie is looking into getting bids for snow removal companies for this year.

Board Member Recruiting: an email blast will go out this week asking for community members to serve on the Board.

B. Landscape Committee

Helen Walters gave the report in Carol Kaufmann's absence. A bid was received for landscaping of 16 and 18 Hamlet Hill from Greenfields Nursery and the Committee recommended approval. The proposal was much less expensive than Ruppert and will be using native plants. Installation will be by the end of September.

Sharon discussed the need for rebidding the overall contract with Ruppert for next year, citing issues with performance, communications and high costs.

C. Welcome Committee

Diana Schulin gave the report in Sarah Taylor's absence. A number of new owners have moved in this summer—sales are up, as are property values in general. Also, it was announced that the annual community party will be held on December 9th and community members were encouraged to attend. An email with details will be sent to the community later in the fall.

D. Board/Committee Recruitment

Sharon Nathanson reported on the Condo 1 Open House held on August 30th. Ten owners attended, in addition to board members, and a number of people

expressed interest in joining committees. We will be soliciting new board members in the next month; Rosalie will send a letter and nomination form to all community members in the next month.

V. Old Business

Nothing to report.

VI. New Business

Board Membership

Sharon explained that the By-laws give us the authority to change the Board size. The Board has been operating with 7 members for most of the year as two members moved. Sharon proposed that we retain a 7 member Board. After some discussion, a motion was made to approve this change and it was approved unanimously by the Board.

Long-Term Assets Committee

Sharon Nathanson led a discussion about the need to review the Association's long-term assets and devise plans to maintain the assets of community. It was noted that most issues have been previously identified in the Reserve Study but more things need to be done. John Cahan recommended using the Reserve Study to devise a 5-year plan. It was proposed that a long-term asset committee be created; John Cahan offered chair the committee, Susan Marbury (who attended the Open House) offered to serve on the committee, as did Hillard Cohen, Warren Anderson and Gail Mandell.

VII. Community Comments

A question was raised about the community pools staying open after Labor Day; the large pool (#2) will be open this year until September 20th.

A question was asked about the snow removal contract for this year, as it was commented that the crew last year did an excellent job.

A question was asked about what caused the loss in the Operating Funds in July (as mentioned in the Financial Report). John explained that there were unexpected expenses due to both sewer main problems and trees falling in recent storms—both major efforts.

It was also mentioned that there will be a schedule to check the drains at bottom of stairwells (at storage areas). Ruppert is to be doing that weekly when they're onsite and as they wind down the season, Thornhill will take care of that for the winter.

VIII. Adjournment

A motion was made to adjourn the meeting and it was approved unanimously by the Board.