

Cross Keys Condominium No. 1

Minutes of Board Meeting – August 24, 2020

The meeting was called to order by the President, Marianna Carlucci.

The meeting was conducted via Zoom. Present were Marianna Carlucci, Sarah Taylor, Gail Mandell, John Braun, Diana Schulin, Maria Amayo and Rosalie Parker.

The minutes of July 22, 2020 were unanimously approved.

Rosalie presented the management report.

We are waiting for the City for a start date for Lerch to do the work on construction of the retaining wall behind Palmer Green. The start date is anticipated to be 2-3 weeks.

Masonry work was done at 2 Hamlet Hill.

The insurance claim has been filed regarding wind damage to roofs.

Knott Mechanical observed during their work that there was a need to regrade a swale. Rosalie will contact Lerch, Chapel Valley and one other company for a bid.

Thornhill will stain the deck at 50 Bouton Green.

Decks behind Building H (Bouton Green) – Rosalie is to get quotes to inspect for repair/washing/staining. Owners are discouraged from hiring their own contractors to do work and then look to the board for reimbursement.

It was suggested that the Juliet balconies are in need of painting.

The board identified the need to study the reserve adequacy in order to fund future roof replacements.

Insurance claim – an engineer and roofing inspector were on the roofs and concluded that 12-15 roofs need to be replaced. We want to wait for the insurance adjuster's report regarding the wind damage claim before replacing any more roofs, unless there is an emergency.

There are currently three leaking roofs at 18 Bouton Green, 2 and 4 Hamlet Hill. It was determined that the roof at 18 Bouton Green would be replaced. The cause of the leak at 2 and 4 Hamlet Hill was determined to be owner responsibility.

Johnny Braun will send all reports to the board and Rosalie regarding roofing completed by Black Diamond and Dale Snoddy. Johnny will arrange a special meeting to discuss only roofing issues and invite Dale Snoddy.

Gail Mandell volunteered to be the Treasurer.

The board requested a status to Rosalie on the Reserve Study.

Greenfields will begin planting in front of each court on September 21.

Storm water management plan – Diana will send an email with her recommendation for the next meeting's agenda.

Diana advised that there has been some negative feedback regarding Chapel Valley. Their contract runs through the end of 2020 and we can explore other options, as necessary.

We hope to recruit new members for the board. We will send an e-blast within the next few weeks with a description of the role of a board member.

Items pending from our last minutes:

- Rosalie will get prices on power washing/painting and/or replacing planks. The cost is estimated at \$1,500 - \$2,000. Rosalie said that Fence Masters, Pyle Fence or Thornhill could give their opinions on the recommended work and the cost.
- Rosalie will get the report from Knott Mechanical on their scoping activities.
- Rosalie will speak with Thornhill about power washing the brick facing and the effects of same on the brick and mortar.
- Rosalie will send a report on the status of the assessments and those that still owe who do not have a payment plan.

The meeting was adjourned. The next meeting is scheduled for September 16 and is a community board meeting.

The following are our remaining meeting dates for this year.

Wednesday, October 28

Monday, November 3 (Annual Meeting)