

The Algonquin Association
Board of Directors Meeting
February 21, 2017

The meeting was called to order at 9:30 a.m. The following members were present: Glenda Greenhouse, President; Sid Roberts, Vice President; Norman Goldwasser, Treasurer; Don Hammer, Secretary; and Margaret Magnussen, at-large. Staff present were Susan Rodriguez, manager, and Edward "Rudy" Barnes, maintenance supervisor.

Unit owners present were: Margaret Ayscue, Ida Becker Hersh, Pat and Harry Carter, Therese Butterfield, Brian Campbell, Mary Pem Copeland, Roy Darnell, Henry Gottlieb, Iris Hanson, Ellie Marasco, Sally Palmerton, Llew Roberts, Barbara Romeo, Mary Jo Sturtevant Lyn Tucci, Mita Vail, and Meriel Wright.

On motion made by Magnussen, and seconded by Goldwasser, the minutes of the January 17, 2017 Board Meeting were approved as presented.

Treasurer's Report: Norman Goldwasser reported that as of January 31, 2017 we had operating funds of \$69,661 and reserve funds of \$641,507. Year-to-date our operating loss is \$1,282.

Finance Committee: Lyn Tucci had no report.

Covenants Committee: Glenda asked the Board members to each find one person to serve on the Covenants Committee.

Social: Barbara Romeo reported that the retirement party for Sam and Steve was wonderful. For future events she will ask those who intend to attend to sign up so she will know how much food and drink to purchase. She will also amend the TGIF hosting guidelines to provide that the hosts also bring food. On April 6, the Tap Club will have a performance and then hold a "sock hop" which all residents are invited to attend.

Library: Barbara Klear was not present.

Fire Safety: Roy Darnell had no report. Rudy reported that the alarm system tested satisfactory. He has changed all but four smoke detectors. He will investigate how to keep dust from clogging the detectors and affecting their performance.

Newsletter: Lyn Tucci said that she appreciates everyone's contributions.

Building Committee: Sid Roberts reported that the committee is considering recommending that one new Fan Coil Unit be purchased and installed in one of the guest rooms so that the committee can evaluate how it performs and the true cost of purchase and installation. The committee will also solicit proposals for repair/replacement of the corridor make-up air handler units. Rudy will provide information to the Building Committee about historical maintenance on the fan coil units. The Building Committee submitted a written report.

Grounds: Lyn Tucci reported that the committee is continuing to consider the possibility of removing part of the existing turf along the bulkhead and planting different grasses. Benefits would be: the new grasses would help filter storm water before it flows into the Lafayette; the new grasses would not require fertilization; the new grasses might help deter the geese. The City of Norfolk may provide the grass and some labor. Potential cost would be \$7,000.

The committee is also continuing to discuss a possible oyster bed for along the bulkhead. The committee has sent letters to the neighbors across the water and has not received any response.

Meriel Wright: presented bids on tree and stump removal (see Board Action.) Meriel also reported that the committee is continuing to work on a tree replacement plan (i.e., when parking lot trees are removed, will they be replaced by other trees? bushes?)

Management Report: Susan Rodriguez reviewed her management report with the Board. Of note:

1. The final water intrusion repairs on the North end are on hold until caulking is complete in that area.
2. Susan will meet on March 1 with George Compo, and Forsythe Caulking to discuss the caulking project. Projected start date of the project is April 10.
3. Replacement of the windows in the Algonquin Room is on hold until after the caulking is complete.
4. Bulkhead repair work is in process.
5. Work in the Northwest area of the building will commence once the bushes and trees are removed (see Board Action.)
6. Susan has emailed Ann Stokes about the drawings for the screen walls for 1A & B. A meeting is not yet scheduled.
7. The contract with T-Mobile for installation of a cellular antenna on the roof has been signed. No start date has yet been scheduled.
8. Susan will be meeting with Phil Pointon of Miller+Dodson on Thursday regarding the Reserve Study.
9. The DesRoches audit will start sometime after April 18.
10. Excess net revenue at the end of the year can either be allocated to next year's operating expenses, or to the reserves. This will have to be determined before the date of the next Annual Meeting.
11. The payments from T-Mobile will be taxable, so the accountant will be setting up a new sub-account to handle income, quarterly tax payments, etc.
12. Removing the front screen wall is estimated to cost \$1,600-\$1,800. Susan will ask the Grounds Committee to come up with a plan for enhancing the look of the area where the screen wall used to be.
13. There is a leak in the swimming pool. Steve Klemstine will assist in locating the source of the leak. Repair will then be planned.

14. The maintenance office monitoring computer was hit with a power surge which knocked out the power supply. The power supply has been replaced and a spare purchased, but the computer, monitoring program, and controllers on the various HVAC components will need to be replaced sometime in the future. Susan will identify these as items to be included in the Reserve Study.

The maintenance report was submitted in writing:

Board Action:

1. On motion made by Magnussen, seconded by Roberts, the Board unanimously approved the proposal from Wedgewood Garden Center Inc., to provide for the removal, and some storage, of trees and plantings at the north west of the building between the building and the sidewalk, for the price of \$1,450, to be paid from operating funds.

2. On motion made by Magnussen, seconded by Hammer, the Board unanimously approved the proposal dated January 27, 2017 (as modified), from Sweat Brothers Tree Surgery, for removal of two oaks in the parking lot, clean up debris and grind stumps, for the price of \$670, to be paid from operating funds.

3. On motion made by Hammer, seconded by Magnussen, the Board unanimously ratified the Unanimous Written Consent dated January 21, 2017, accepting the proposal of Miller+Dodson to prepare a Level 2 Reserve Study.

Future business pending:

1. Investigate leaks in the A&B units and submit a proposal for correction. (November)
2. Proposals for screen walls (outside 1A and 1B) (December)

Board of Directors Meeting

February 21, 2017

Page 5

3. Proposals for Algonquin Room window repair (November) (Hold until after caulking complete).
4. Obtain a baseline for the electro-magnetic field around the building before the T-Mobile work starts
5. Investigate level billing for utility bills (December)
6. Clean out bicycle room (December)
7. Solicit proposals for repair/replacement of make-up air handlers for the corridors (December)

The meeting was adjourned at 11:15 a.m. The next meetings will be March 21 and April 25.

Don Hammer, Secretary

Glenda Greenhouse, President