

The Algonquin Association
Board of Directors Meeting
July 18, 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, Pete Beller, Therese Butterfield, Brian Campbell, Pat and Harry Carter, Karen Christofferson, Mary Pem Copeland, Kathy Dial, Mona Goldwasser, Henry Gottlieb, Iris Hanson, Joe and Ellie Marasco, Sally McPhillips, Grace Orsini, Lesle Palmeri, Llew Roberts, Anne Segar, Lyn Tucci, Mita Vail, and Renee Wiman.

On motion made by Magnussen, and seconded by Roberts, the minutes of the June 20, 2017 Board Meeting were approved as presented.

Treasurer's Report: Norman Goldwasser reported that as of June 30, 2017, the operating account was \$117,766 and the reserve account was \$727,125. Total year-to-date income is \$620,725 (including \$29,000 T-Mobile payments); and expenses are \$434,123, for operating income of \$186,602, minus \$117,852 dedicated to reserves for net operating income of \$68,750. Tomorrow, Susan will transfer last year's net excess revenues to the replacement reserves. Also, Susan will correct the erroneous entry showing interest income of \$2,028.06 on the operating funds.

Finance Committee: Virginia Henderson was not present. No CDs are maturing until September.

Covenants Committee: Margaret Ayscue reported that we have numerous issues with stains on the carpets. Also T-Mobile should improve the caulking around their conduit pipes, and should be supervised on their cleanup obligations.

Board of Directors Meeting Minutes
July 18, 2017
Page 2

Social: Barbara Romeo was not present, but Lyn Tucci reported that the Hamburger and Hot Dog Roast was great fun.

Library: Barbara Klear was not present and no report was made.

Fire Safety: Pete Beller reported that we had 72 participants for the June 22 fire drill. The drill was a great success and we will not have any more drills this year. If you hear the fire alarm, it is NOT a drill.

Newsletter: Lyn Tucci reported that she waits until after the Board meeting to start the newsletter, because there's so much information from the Board meeting that needs to be in the newsletter.

Building Committee: Brian Campbell submitted the committee's report in writing. Included in the report were an outline of the 2018 projected Reserve projects; a summary of comments/concerns about ongoing projects; suggestions on HVAC projects; and a recommendation that the Association start to purchase and stockpile repair parts for the fan coil units.

Grounds: Lyn Tucci deferred her report until the Board discussion on pending Grounds contracts.

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

1. North end water intrusion: The work is stopped pending receipt of parts. Susan will arrange for George Compo to meet with the Board to review the work that had originally been done, the problems that subsequently arose, and the current work being done.
2. Screen Wall. Ann Stokes submitted some information on cost of the screen wall, but that information was submitted after the Board packet was assembled, and will be sent by email to the Board.

Board of Directors Meeting Minutes

July 18, 2017

Page 3

3. Cellular antenna. The T-Mobile work is projected to be completed “in two weeks”, and then we can re-claim the bike room.
4. Exterior wall caulking. Project is on-hold. Susan will arrange a time for the Board to meet with George Compo to discuss this.
5. Audit. Susan will arrange a time for the Board to meet with the Auditors.
6. HVAC contract. Susan has been soliciting proposals, and will put them on the August agenda.
7. Susan will submit, promptly, the documentation necessary to continue our FHA approval.

The maintenance report was submitted in writing:

Board Action:

1. The Board TABLED an amendment to the caulking contract with Compo Construction to add sealing of the exposed aggregate panels at price of \$46,000 in accordance with the proposal originally dated 10/19/16, as modified by the email dated 7/10/17, from Frank Ribar of Compo Construction.

2. On motion made by Magnussen, seconded by Roberts, the Board unanimously approved the proposal dated June 29, 2017, from JES, to excavate the area outside Unit 1A, for the price of \$2000, to be paid from **operating** funds, provided that within 7 days, JES will identify a date for the excavation, which date will be not later than August 10, 2017.

3. The Board TABLED the proposals to provide erosion control materials in the areas immediately to the left and right of the front entrance.

Board of Directors Meeting Minutes

July 18, 2017

Page 4

4. On motion made by Magnussen, seconded by Roberts, the Board unanimously approved the proposal dated June 2, 2017, from Wedgewood Garden Center, to provide and install materials to “cap” the remnants of the former portico wall, for the price of \$1,150, to be paid from **operating** funds, provided that Wedgewood also agrees to “finish” the two “ends” of the wall at no additional cost.

5. On motion made by Roberts, seconded by Magnussen, the Board unanimously approved the proposal dated June 6, 2017, from Ritter Grounds Maintenance, Inc. to provide grounds maintenance services for one year, for the price of \$19,140.00, to be paid from **operating** funds.

6. The Board TABLED the revised Board of Directors’ Code of Conduct.

7. On motion made by Roberts, seconded by Hammer, the Board unanimously approved the Replacement Reserve Report prepared by Miller + Dodson Associates, Inc., as last revised July 12, 2017.

Future business pending:

1. Review/approve audit.
2. Screen wall and concrete patio outside Unit 1A - schedule excavation and inspection.
3. FHA renewal by end of July.
4. HVAC maintenance contract (August agenda)
5. Annual budget
6. Determine proposed motion for application of excess revenue (for annual meeting).
7. Staff training
8. Meeting with Compo re North end work, aggregate panel sealing, and caulking
9. Remove unused/unusable bikes from the bike storage.
10. EMF and RF emissions report from T-Mobile.

Board of Directors Meeting Minutes

July 18, 2017

Page 5

11. Tree removal from NW corner of parking lot.
12. Re-sealing/rejuvenation of parking lot.
13. Consider purchase of spare parts for fan coil units.

The next meetings of the Board are scheduled for August 29, 2017 (evening) and September 26, 2017 (morning).

The Annual meeting is scheduled for October 25, 2017.

The meeting was adjourned at 12:00 p.m.

Don Hammer, Secretary

Glenda Greenhouse, President