

**Kenbrooke Court Condominium Association:  
Minutes of Thursday, October 16, 2014**

**Board Members Present:** Sean Fitzpatrick, Gary Apps, Patricia Murphy  
**Management Company:** Matt Caley, Dan McGlynn  
**Co-Owners:** Several co owners were present

**1. Call to Order:** 5:15PM

**2. Previous Month Minutes:** The minutes from the September 2014 meeting were unanimously approved.

**3. Financial review**

McGlynn gave an overview of the following: Expenses for September are \$26,895 compared to a budget of \$25,953 or over budget by \$942. The monthly total was close to budget with no significant variances. The year to date expenses for the nine months ending September 30th are \$297,110 compared to \$284,921 or over budget by \$12,129. The snow removal expenses are \$9,700 over and the gas account is \$6,013 over budget. The gas account has begun to come closer to budget as the current monthly gas expense is nearly \$800 under budget. These two line items contribute primarily to the annual overage. With these two accounts over by \$16,000 the remaining accounts are under, helping to offset the variance. The accounts receivable total stands at a negative \$10,659 or paid ahead. There are a few owners with outstanding balances listed on a separate page and they are being managed.

Capital projects were discussed as the year is progressing. Asphalt work was completed along with a repair to the drain in the road. This has been a six year project that wrapped up this year as all drives have now been replaced over the past six years. Sliders have begun installation as we schedule with owners. The basement cement stairwells are scheduled with a contractor however the weather has delayed the process. The cement work may end up delayed until spring but we hope to get them completed this fall with warm weather. The basement doors arrived however they were not galvanized and were sent back. As these are made to order we've ordered another set to be installed yet this fall. The group also discussed the \$9600 laundry money and agreed to defer any plan until all capital items are evaluated and prioritized for next spring.

**4. Unfinished Business**

The laundry machines were just installed. Some need additional work on the existing drains as the old metal pipe has rusted and the drains were broken. This is being taken care of to allow for full use of all new machines. The dry time was questioned as the new machines allow for less than an hour of dry time. Management had this changed with the contractor to one hour for your dry time with \$1.50. All owners should be aware the washing machines lock when the cycle begins and only open when finished.

Gutter repairs were scheduled with Jax building supplies and will be completed this fall.

Management was notified of a few lights out at various locations and this will be corrected.

**5. Adjournment**

The meeting adjourned at 6:35 PM. The next meeting will be November 20, 2014 at 5pm.

**NOTE early start time.**