

Kenbrooke Court Condominium Association  
Minutes of Thursday April 17, 2014

**Board Members Present:** Gary Apps, Ti Elzinga, Sean Fitzpatrick, Pat Murphy.  
**Management Company:** Matt Caley, Dan McGlynn  
**Co-Owners:** Jeff Carroll

**1. Call to Order:** 6:00PM

**2. Previous Month Minutes:** The minutes from the March 20, 2014 meeting were unanimously approved.

**3. Election of officers**

After discussion, the group unanimously approved the following slate of officers: Gary Apps, President; Sean Fitzpatrick, Vice President; Don DeBatt, Treasurer; Pat Murphy, Secretary; Ti Elzinga, Director.

**4. Financial review**

McGlynn gave an overview of the following: Expenses for March are \$26,523 compared to a budget of \$29,593. Though the monthly total is under plan, two areas of concern were noted. The ongoing snow expense for the year is very high and the gas expense is trending high. The year to date expenses for the three months ending March 31 are \$99,994 compared to \$93,982 or over budget by \$6,000. The snow removal expense is \$9,753 over due to the removal of snow piles with heavy equipment and the cost to remove snow and ice from the roofs through the winter. The gas account is \$13,565 compared to a budget of \$10,100. We'll need to monitor gas expense as the year progresses to see if the trend continues high. The accounts receivable total stands at a negative \$10,992 or paid ahead. There are a few owners with outstanding balances listed on a separate page and they are being managed. The overall general cash position is positive for Kenbrooke however the snow removal and gas expense have reduced the cash total.

Capital projects were discussed as the year is progressing. The board had budgeted two \$10,000 special assessments in 2014. The group discussed the merits of a special assessment annually vs raised monthly fees. After discussion, the board agreed to seek to eliminate special assessments for planned expenses and only assess for unplanned events outside the ordinary budget plans. For the balance of 2014 the board agreed to one special assessment for \$10,000 due in June as this was planned in the budget, and raise the monthly fees effective July through December by \$9 per owner to raise the additional \$10,000 that will not be special assessed. The 2015 budget and beyond will be prepared so as to included known expenses in the monthly dues to avoid special assessments for known costs.

## **5. Unfinished Business (none)**

## **6. New Business**

The pool is on schedule to open Memorial weekend. Caley discussed the various projects evaluated for capital plans and the list with estimates would be compiled for board review at the May meeting.

The board had a request to allow two small dogs at a home in building 16. After review, the board agreed to allow these two dogs as they were small and they must follow all dog rules applicable to all owners. (leashed, pick up after dog, etc.)

## **7. Adjournment**

The meeting adjourned at 7:08 PM. The next meeting will be May 15, 2014 at 6pm. All future 2014 meetings will be the third Thursday of the month at the clubhouse.