

Kenbrooke Court Condominium Association  
Minutes of Wednesday August 21, 2013

**Board Members Present:** Gary Apps, Jeff Carroll, Don DeBat and Sean Fitzpatrick.

**Management Company:** Kevin Davis & Matt Caley

**Co-Owners:** Patricia Murphy

**1. Call to Order:** 6:04PM

**2. Previous Month Minutes:** The minutes from the July 2013 meeting were unanimously approved.

**3. Financial review**

Carroll has continued to monitor the invoices and review the financial statements. Davis gave an overview of the following: Expenses in total for the year through July are under budget by \$6,854. Davis noted that the total spent from Reserve funding through the end of July was \$17,449. Water heater replacements at two buildings totaled nearly \$9,000 of the capital costs. Pool painting was \$4,121 and the new dirt and grass seed was nearly \$3000 for the old tennis courts area. The accounts receivable total stood at \$8,979 compared to \$10,516 from the previous month this total also includes the remaining special assessment receivable amount of \$2,759 and continues to be substantially less than the previous year. The group discussed a few specific receivables and noted the cash positions for the operating and capital improvement checking accounts continue to grow. Davis also noted that the second planned special assessment which, is not due until September 15<sup>th</sup>, has already been paid by many owners. The items included in the assessment are painting the parking lot and the two new hot water heaters. The painting of all parking lots will occur in August and the hot water heaters have already been installed.

**4. Old Business**

Davis advised that Ace Company would be repainting all parking lot stripes on September 4<sup>th</sup> and 5<sup>th</sup>. Caley advised that he was still waiting for final comparative bids to paint exterior doors and trim. He also advised that the mailboxes were ordered and should be arriving soon; that the tuck point brick work on building 15 would be completed by Vandermay Construction during the first week of September; That the new laundry room door for building 10 has arrived and would be installed soon and that concrete would be installed in the stairwells of building 10 would be completed during the 2<sup>nd</sup> week of September.

The Board again discussed the water treatment test program which was installed last year in building 17. The board directed management to draft a letter to individual owners of units in building 17 seeking their feedback if

moving forward to keep the system in place they would be willing to pick up the monthly cost of approximately \$15 per unit which, would cover the cost of material and labor for the water treatment system specific to only that building. Maintenance or repairs to the system would be an additional future expense and would also be shared by these individual co-owners if they agreed.

## **5. Unfinished Business**

- **Violations:** The board next reviewed the list of violations issued by Ralph Stafford who's been issuing the violations on the property since March. Stafford's enforcement efforts were discussed and the improvements were noted. The violations have been noted and followed up on. The board also better defined parking terms and time limits to better enhance violation enforcement of those specific issues.

## **6. New Business**

- **Landscape:** After discussion regarding transplanting ground cover and moving a Bradford pear tree from 3507 to another location near the front of the property Apps motioned with Fitzpatrick seconding to spend up to \$200 to install new climbing ground cover on the fence/gate east of the pool area and the tree when the weather cools this fall. Motion carried.

## **7. Adjournment**

The meeting adjourned at 7:35 PM. The next meeting will be September 18, 2013 at 6:00pm at the clubhouse.