

Kenbrooke Court Condominium Association  
Minutes of Tuesday September 24, 2013

**Board Members Present:** Gary Apps, Jeff Carroll, Sean Fitzpatrick, Brandi Vischer.

**Management Company:** Kevin Davis, Matt Caley, Dan McGlynn

**Co-Owners:** Lea Harrison

**1. Call to Order:** 4:05PM

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

**3. Financial review**

McGlynn gave an overview of the following: Expenses in total for the year through August total \$248,295 and are under budget by \$3,592. The total spent from Reserve funding through the August is \$29,218. Only ½ of the asphalt assessment has been paid as the second coat of asphalt is scheduled for this week as planned. This will add a little over \$11,000 to the total capital expenses. The accounts receivable total stands at \$16,935. The receivables continue to be substantially less than previous years. The group discussed a few specific receivables and noted the cash positions for the operating and capital improvement checking accounts continue to grow.

The board next discussed an offer to accept legal title to the Bignell unit in lieu of his outstanding fees owed. An offer was also on the table by Apps to pay all of Bignell's outstanding fees to the association (approximately \$5,000) and all legal fees associated with the transfer of ownership of this unit to Apps. The value of the home and current condition was in question. After discussion, the group agreed to table a final decision until looking at the unit and better understanding its current value and potential sale price. (After the meeting adjourned, the group viewed the unit, and asked for attorney Hencken's advice. This resulted in the board agreeing to accept the unit from Bignell and offer the unit "as is" for sale in an open transaction to those interested.)

**4. Unfinished Business**

The group discussed the items approved for completion in the capital budget. The schedule for completion of each is:

Asphalt, scheduled for completion the week of Sept. 26<sup>th</sup>.

Paint doors at gateway, scheduled for completion by the end of October.

Install mailboxes in gateway (partially complete, mailboxes back ordered and will be complete by the end of October.)

Tuck point brick work building 15, scheduled for completion by the end of October.

Laundry room door building 10 completed. Two additional doors are

ordered and will be installed by the end of October.  
Install cement in stairwells building ten and one. (Scheduled for first week of October)  
Crack fill on building 10, scheduled for October.

The group discussed the violations being issued by Ralph Stafford. The program has been working and keeping most violations under control and focusing on areas as they are noticed. Recently lawn care and weeding have been again addressed along with pet waste issues. It was agreed to continue to work with Stafford on areas of concern to concentrate efforts and gain compliance.

The group discussed the water treatment for building 17. All board members gave input and after discussion, it was agreed to stop funding this for one building. The majority felt the expense was too great to extend this to all seventeen buildings so the board asked management to send a letter to inform owners the association would not continue to pay for this. The owners in this building have the opportunity to pay the expense, if they wish to continue the water treatment. The board finally agreed to continue providing this service until the current material runs out.

## **5. New Business**

Davis asked for feedback on the mowing as it had been nearly a full season. In general the mowing was going well and it has continued to be under budget. The height of the mowers and quality of the work has been satisfactory and under evaluation based on feedback. Vischer asked to ensure the mowers move items out of the way when mowing and not simply mow around them.

Carroll asked for management to provide snow bids next month to ensure the challenges from last year would be eliminated. It was agreed to get bids for review.

The group discussed the Ivy and over growth at the front of Apps unit and on the building. After discussion, it was agreed the front of Apps building needed the Ivy removed and growth trimmed back. (After the meeting, Carroll suggested this topic be reviewed again at the October meeting)

The grass growth on the hill near the clubhouse was discussed. The goal is improved grass growth. Suggestions include aeration, controlling pet damage and issues with large trees. It was agreed this would be considered next spring.

## **6. Adjournment**

The meeting adjourned at 5:02 PM. The next meeting will be October 23, 2013 at 4:00pm at the clubhouse.