

Kenbrooke Court Condominium Association  
Minutes of Wednesday, April 17, 2013

**Board Members:** Gary Apps, Jeff Carroll, Don DeBat, Sean Fitzpatrick and Brandi Vischer

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

**Co-Owners:** None present

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

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

**3. Financial review**

Carroll said he's monitored the invoices and reviewed the financial statements. Most accounts are within budget through March. McGlynn noted the insurance expense is high for a couple reasons. There is a three year renewal for officers insurance that is required for many mortgage lenders and this occurred in February. In addition, the general insurance policy has gone up slightly as well. McGlynn noted the snow removal costs were notably higher than anticipated with the flat rate agreement from Focus. After review and discussion it was pointed out that the actual flat rate cost for the Focus agreement was \$2000 more than the previous year with Davis Group. It was suggested that the next years snow contract be reviewed by the board and Davis Group to ensure all parties agree to what is included in the flat rate. A question was asked about a \$45 bill Davis Group bill and what is the overtime rate. McGlynn said the cost for after-hours emergencies is 1.5 times the normal rate for the staff to come in at night. The \$45 bill was an error as it should have been billed at the higher overtime rate. Fitzpatrick asked about gutter cleaning and tree/roof trimming that occurred. He wondered if they could be combined to save money. It was noted for future consideration but the two are unlikely to easily be coordinated.

McGlynn also said the Noland unit had sent a \$500 payment to Kenbrooke without explanation. As the attorney is in the process of foreclosing on the unit, the board asked to be informed prior to accepting any future funds from this owner.

**4. Unfinished Business**

- The group discussed capital needs and special assessments. Vischer and Caley would be walking the property on Thursday to evaluate needs and priorities. The group discussed focusing on the entry way and adjacent buildings as you enter Kenbrooke as the first priority. Carroll suggested Gateway fences, doors and mailboxes would be a good starting point.

McGlynn noted the current 2013 budget includes two special assessments similar to past years. It was discussed and agreed to have the first \$10,000 assessment due June 1, 2013 and the second due August 1, 2013. This would allow for collection and use of the funds for asphalt needs and other priorities that will be communicated to owners. It was agreed to complete the asphalt work in June. It was noted that two hot water heaters have been replaced this year at a cost of about \$4500 each. Caley discussed the cost and benefits of sandblasting and using a rubberized paint that should last longer than the current epoxy. Due to the \$12,000 initial cost to prepare the pool prior to applying the rubberized paint, the board agreed to continue with the current epoxy painting which lasts about four years.

- **Violations:**The board next discussed violations efforts by Ralph Stafford who's been issuing the violations on the property since March. It was mentioned that Stafford may be reluctant to do what is needed for this job. McGlynn said he'd address this with Stafford as it has not been a concern previously. The expense for Stafford is under the 24 hours allocated per month for the first month and Stafford is looking for clarity and feedback to ensure he's doing what the board wants. The board agreed only white or neutral covers are acceptable as well as similar (bamboo type coverings) that are in good shape. Any window coverings in disrepair should be noted as a violation. The group also noted that any home with a second dog must have a "special need" for the dog such as a companion dog. Lastly, the group gave the current priorities for Stafford as patios, blinds, dogs and landscape to focus on.
- **Paint Future Parking Lot Stripes Yellow:** Item to stay on action list to be done at later date.
- **Snow Removal:**Final review of season noted that purchase of entire salt allotment prior to the season was not a good use of funds. Less salt has been used in the past and may have saved some additional funds. The group inquired about the location of extra salt that was left.
- **Landscape needs:** Carroll suggested asking Gary Kaylor about plans he had worked on to assist prioritizing landscape needs. Fitzpatrick noted his hill near the clubhouse needs attention and a neighboring dog has caused much of the damage. It was agreed to include this in the landscape plans.
- **Hole in fence:** The group discussed the ongoing damage to the fence at the south end of the complex. After much discussion, it was approved to spend up to \$500 for a baseball type entrance. It was also suggested to try to hide the opening via vines or natural covering if possible.
- **J.Allen** will complete the needed asphalt repairs to the parking lot in May when the asphalt plants open. It was also agreed to get competitive bids for the new asphalt work this year.

## 5. New Business:

- DeBat has been looking into internet access at the clubhouse to allow for

online meetings via software. DeBat is willing to donate a computer for the clubhouse and asked if the association would pay for the internet service. The group agreed to look into options including using existing nearby service of owners or renters that may suffice.

- Davis Group is getting lawn care bids for this season. McGlynn noted that Focus lawn did not choose to offer a bid for the season as he was asked.
- The board was presented with nine local pool operators and their fees for consideration of operating the pool this season. The board will review and confirm in the next month.

## **6. Adjournment**

The meeting adjourned at 7:35 PM. The next meeting will be May 15, 2013 at 6:00pm at the clubhouse.