

Kenbrooke Court Condominium Association
Minutes of Wednesday, February 20, 2013

Board Members: Gary Apps, Jeff Carroll, & Brandi Vischer,
Management Company: Kevin Davis, Dan McGlynn & Matt Caley
Co-Owners: Leela Harrison

1. Call to Order: 6:00PM

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

3. Financial review

McGlynn handed the board a detailed recap of all of the financial questions presented to them by the board in January. It was noted that all questions were replied to and a general recap was attached on a summary page. The vast majority of items noted were a matter of giving additional detail to better understand the expense. As was previously addressed, Davis Group is now giving more detail on the billings so the board can better understand exactly what was done and by whom on invoices. In reviewing the past years invoices, Davis Group did find 1.5 hours billed in error and is crediting this along with 6 hours being billed to owners for work they need to pay to the association. In addition, Davis Group agreed to issue a good faith \$200 snow credit from one snow removal date in question last year. McGlynn said Davis Group is aware the goal of the association is to get as much for their dollar as they can. And with that in mind, Davis Group offered to reduce their maintenance and grounds rate by \$2 per hour for the remainder of 2013. The board took the packets and Carroll mentioned he'd like to adjust the invoice review dates to twice a month. McGlynn said management would look into the invoice due dates and get back on how best to accommodate this request.

McGlynn next reviewed the January 2013 financials. He noted income of \$34,480 compared to a budget of \$34,574. Total expenses for January were \$28,674 compared to \$30,384 budgeted. It was noted another hot water heater was installed in January at a cost of \$4,472. McGlynn next said the receivables were coming in as planned with the exception of Suzanne Noland. He said the daughter of Suzanne Noland was paying the outstanding fees and recently sent a letter noting she no longer has control of her mother's financial matters. Attorney Hencken is aware of the details on this home and has recommended foreclosure begin immediately. After discussion, the board approved foreclosure effective March 1, 2013 if Apps was not able to secure payment from the mother.

4. Unfinished Business

- **Violations:** The board next discussed violations efforts by Ralph Stafford who has agreed to begin issuing the violations on the property. This will be billed at \$17 per hour and Davis Group recommended Ralph for the job as he's been cleaning the basements for several years and is available. A tracking mechanism will be needed. After some discussion, it was agreed to allocate up to 24 hours per month for this service and monitor the progress.
- **Spring Walk Inspection Priority List:** It is still on the agenda for the board and management to do a walk around when weather allows creating a priority list.
- **Look into Audio File for Future Meetings (Davis Group):** Carroll looked into this and it is not going to be used. It can be removed from the list.
- **Paint Future Parking Lot Stripes Yellow:** Item to stay on action list to be done at later date.
- **Look into Work Order Recap for Board:** Increased detail has been provided and can be removed from the list.
- **Matt & Gary Kaylor to Meet on Snow Removal:** Ongoing review for season.
- **Brandi and Kevin to Meet on Financial Questions:** They met and questions were answered for the board to review.
- **Davis Group Intentions for \$200 Snow Removal Credit:** Davis Group agreed to give a \$200 snow credit for the previous year's snow season. Can be removed from the list.
- **Website work order with Don DeBat:** DeBat is following up on this area. Carroll suggested Davis Group look into this type of system and see if it makes sense. If so, let Kenbrooke know about it. Can be removed from list.

5. New Business:

- Kaylor, Apps and Debat up for election in March 2013. Packet was given to the board for review. Notices will be sent to owners seeking board candidates.

6. Adjournment

The meeting adjourned at 7:41PM. The next meeting will be March 20, 2013 at 6:00pm at the clubhouse.