

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

Board Members: Gary Apps, Jeff Carroll and Sean Fitzpatrick.

Management Company: Dan McGlynn & Matt Caley

Co-Owners: None present

1. Call to Order: 4:08PM

2. Previous Month Minutes: The minutes from the May 29th 2013 meeting were unanimously approved.

3. Financial review

Carroll has continued to monitor the invoices and review the financial statements. Expenses have continued to fall under budget through June. The total for the year through June are under budget \$8,529. McGlynn noted the total spent in Reserve through June is \$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 of \$10,516 is substantially better than the previous year, especially noting the \$3,500 outstanding from special assessment funds that are not due. In 2012 the receivable total was over \$28,000 and the current list is primarily Doubts LLC that have been sold. The group discussed a few specific receivables and noted the cash positions for the operating and capital improvement checking accounts are growing. McGlynn ended the discussion noting the Noland unit was sold and the funds of nearly \$5,000 have been paid to the association. Upon further discussion, the board approved the second planned special assessment of \$10,000 per the budget and assigned a due date of September. 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 late summer and the hot water heaters have already been installed.

4. Old Business

The group reviewed the walk around and capital list prepared by Caley and Vischer. Estimated prices were attached to the list of projects under consideration. It was noted that \$17,449 has been spent in capital funds and the list of committed projects are \$38,700. This leaves about \$15,000 uncommitted with a surplus for surprised still available. After reviewing the list, the board approve painting of front doors at \$3,060, painting of door trim at \$1,680, tuck pointing brick at building 15 at \$530, install gateway mailboxes at \$1,360, replace stairwell concrete at building 1 and 10 for \$2,800, replacing the four worst laundry room doors at \$5,600, painting the entire asphalt stalls in yellow paint \$1,800. This totaled \$16,830. It was agreed to review the estimates for painting to try to get a better price if possible.

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. Based on the results and list, the new effort with Stafford is working fairly well. The typical issues have been policed well and a push was discussed to focus on weeding, landscape efforts on patios. Management has been working with Stafford to help direct the focus on areas of concern. Vischer asked about a car that has been on the property. After discussion, it was agreed the current policy is being followed however a better policy regarding visitors' vehicles needs to be developed. Carroll requested management to suggest wording that may fit the need for this type of situation.
- **Paint Future Parking Lot Stripes Yellow:** Item to stay on action list to be done at later date.
- **Landscape needs:** The landscape trimming had been complete for summer with blooming shrubs left until early fall. Additional trimming will be done in August/September to address late growth and blooming plants untouched this summer. The grass areas had been getting water and were growing well. Nature has helped with plenty of rain this year along with efforts from various persons. The trees purchased by Apps have been planted in 18 areas and are being watered as needed.

6. New Business

- The group briefly discussed the water treatment that is occurring at building seventeen. As Apps put it on the agenda, it was tabled until a future meeting.

7. Adjournment

The meeting adjourned at 5:55 PM. The next meeting will be August 21, 2013 at 6:00pm at the clubhouse.