

Kenbrooke Court Condominium Association  
Minutes of Wednesday, May 29, 2013

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

**Management Company:** Dan McGlynn & Matt Caley

**Co-Owners:** None present

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

**2. Previous Month Minutes:** The minutes from the April 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 within budget through April. The total for the month is \$1,400 under budget and the annual expenses are nearly \$2,000 under plan. McGlynn noted a second hot water heater had been replaced in March for a total cost of \$4,466. McGlynn also noted the pool expense is low as the startup expense will show primarily in May and was budgeted for April. The accounts receivable total of \$6,080 is substantially better than the previous year. In April 2012 the receivable total was over \$28,000. 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 will be at auction for foreclosure shortly. Upon the sale, Kenbrooke should receive it's nearly \$5000 outstanding fees from this unit.

**4. Old Business**

Caley had walked the property with Vischer and discussed priority areas as agreed at the last meeting. A list was generated and each board member had a copy with pricing attached. The group reviewed the list and prioritized the following: Painting of front doors; Painting of brown trim on doors; Brickwork and tuck pointing building 15 and check others; Install new mailboxes at gateway; Laundry room stairwells and doors. The board asked Davis Group to get a list and total cost of each of these items. Upon review of all items and costs the board would evaluate capital funds and priorities. The board approved installing the ventilation in building 15 at a cost of \$1,200 from Thompson Home Improvements. This will help eliminate the ice buildup on this building during winter. The board also approved a new basement door at building 10. Caley agreed to look into metal vs. wood frame and what fire code required prior to installing the new door.

McGlynn noted the pool had opened with a newly painted surface prior to Memorial Day. The water was filtered prior to going in the pool allowing the fresh water to have no iron deposits. The new asphalt at building one had been scheduled with J. Allen for the third week of June. The repairs to the

rear parking lot will be done for free by Allen at the same time the new lot is installed.

## 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. Carroll requested management work closely with Stafford initially to ensure everyone was on the same page with the push on the landscape efforts.
- **Paint Future Parking Lot Stripes Yellow:** Item to stay on action list to be done at later date.
- **Landscape needs:** Volunteer efforts were scheduled for new dirt and seed on the prior tennis court area near building six. The total cost will be in excess of \$3000 for the soil and seed. Davis Group agreed to volunteer labor and a tractor to spread the large amount of soil prior to seeding. Trimming of the property will occur shortly after the spring blooms end on the shrubs. Typically this is mid-June to early July.
- **Hole in fence:** The fence was repaired with a baseball type entrance this past month. It allows persons to go through an opening and has a backstop type second fence to minimize bikes and non-foot traffic.
- **J. Allen** had cracks filled in lot 8 as agreed.
- The internet access at the clubhouse has been tabled. If a viable option arises, it will be considered. .
- Prior to this board meeting Davis Group gave numerous lawn care bids and pool care bids for this year. After review, the board approved Davis Group as the best alternative for both lawn and pool care.

## 6. Adjournment

The meeting adjourned at 6:05 PM. The next meeting will be July 17, 2013 at 4:00pm at the clubhouse.