

**Colonial Manor West Condominium Association  
Minutes of the Board of Directors Meeting  
May 9, 2016 7:00PM**

Tom Neubecker, President, opened the meeting at 7:00 PM. The following four board members were in attendance: Tom Neubecker, Larry Farst, Rick Borman & Ann Smalarz. Seven unit owners were also in attendance including the new owners of #301, Svetlana & Michael Sokolov who were welcomed to the Association.

**Approval of the minutes** - The Board waived reading minutes of the last meeting (Jan. 2, 2016) since they had already been distributed to the owners and were published on the website. The minutes were unanimously approved as written.

**Treasurer's Report** - Since Rex Danielson, our Treasurer, could not attend the meeting, Tom Neubecker gave the Treasurer's Report. The current balance in our operating account is \$115,382.41. Of this \$4,439.67 is escrow. So the available funds are \$110,942.74. Tom also noted that we are ~1/3 of the way through our budget year and, to date, have only spent ~21% of our budget. The only area where we are over is elevator maintenance. This is due to the necessity of replacing one of the elevator doors that was damaged from a storm this past winter. The new door cost ~\$1,200.

**Review and Approval of Expenditures** – The following non-recurring expenditures (made since 11/21/15) were reviewed and ratified by unanimous vote.

<b>Date</b>	<b>Vendor</b>	<b>Amount</b>	<b>Purpose</b>
11/30/2015	DBPR	\$144.00	Annual fee for business liscense
12/10/2015	Paradise	\$239.25	Condensate line repair (#209)
12/15/2015	Atech	\$296.80	Annual fire & smoke alarm inspection
12/15/2015	Paradise	\$166.67	AC refrigerant line search
12/17/2015	Paradise	\$310.71	Leak from 212 into 112 (reseat toilet)
12/17/2015	Paradise	\$295.00	Determine source of leak into 206
12/21/2015	Paradise	\$150.00	Determine source of leak into ceiling of 110
1/3/2016	Chris Welch	\$175.00	Ceiling repair unit 206
1/28/2016	Home Depot	\$168.54	Pressure washer purchase
1/28/2016	Home Depot	\$113.02	Planter, soil & plants for front of 111
2/4/2016	Paradise	\$665.00	Clear plumbing blockage in '09/'10 kitchen stack
2/11/2016	Paradise	\$3,637.50	Clear blockage, stack replacement, jet line in '08 stack
2/15/2016	Fischer Electric	\$565.00	New LED light over dumpster room
2/18/2016	Motion	\$595.00	Deposit for new elevator door (50%)
2/23/2016	Tropic Star	\$80.00	Mulch for back yard
2/23/2016	Paradise	\$1,350.00	Masonry repair outside of 108
3/16/2016	City of Fort L.	\$340.00	Fire department inspection
3/19/2016	Motion	\$250.00	Repair of elevator (new gears)
3/28/2016	Amazon	\$124.50	New emergency & exit lights (to pass inspection)
4/15/2016	FL Health Dep.	\$175.00	Annual pool permit
4/26/2016	Amazon	\$352.58	New push button lock for east gate
4/26/2016	Home Depot	\$231.59	New LED Lights for entire complex
4/30/2016	Motion	\$595.00	Remaining payment on elevator door (50%)
5/4/2016	Paradise	\$575.00	Repair leak from 211 to 111 (seal & corroded pipe)
5/4/2016	Slam Proof	\$168.39	Purchase of test "slam proof" closer for gate
	Various	\$288.84	Misc. supplies (cleaning supplies, paper towels, etc.)
	<b>TOTAL</b>	<b>\$12,052.39</b>	

**Blocked access to storage units** – There was a lengthy discussion on how we could minimize the blocked access to storage units due to bicycles, lawn chairs, ladders, wheelchairs, etc. Tom Neubecker presented a list of suggestions, with unit owners input on each one. Among the suggestions were:

- Leaving everything as is (i.e. move materials to access storage units)
- Installing bike racks at various positions around the complex (under stairway, in breezeway, in yard)
- Purchasing “common use” bikes & lawn chairs which anyone could use (ban private ones in storage)
- Ban all privately owned items from being stored in front of the lockers (all private items in units)
- Install a shed in the back of the complex for bicycle storage
- Convert the dumpster room into storage and have the dumpster outside.

Out of these, everyone thought the best solution was to install bike racks under the stair wells (it was noted that when this building was originally built, there were cement bike racks under the stairwells).

As a result, the board voted unanimously to implement the following strategy:

- 1) Ask ALL residents to clearly and visibly mark every personal item stored outside of their bin with their name and unit number. Items that are not labeled may be disposed of. This may substantially decrease the clutter.
- 2) Install bicycle racks under each of the two stairwells. We will insist that residents either store their bikes in their units or in the racks provided (spots available on a first come, first serve basis).
- 3) Once the bicycles are cleared, we will designate the area in front of the storage units only for common use items. That would mean that if you have a bicycle, pool float, beach chair, ladder, or any other item there (labeled with your name or not), anyone in the community would have a right to use that item.

Tom agreed to prepare an email & posting to all owners and residents outlining the new rules. He will also order bicycle racks for the two stairwells. The entire process may take several months to implement.

**Expected Budget Surplus** - When we prepared our 2016 budget in Nov. of 2015 we were expecting to pay ~\$44,000 for wind insurance and another ~\$10,000 for property insurance (for a total of \$54,000). But by having our property revalued, by going with a private insurance company and by bundling our wind + property insurance with a single company, we were able to get a combined policy cost of ~\$38,000 (vs. the \$54,000 we anticipated when we made the budget). So now we can expect a surplus of ~\$16,000 towards the end of the year.

**Major Maintenance** – With the above expected surplus (assuming no major repair & maintenance issues) the board discussed several major maintenance projects we might do with these funds. These include: blacktop parking lot, patch and paint walkways & pool area, & power wash the building. Since we do not have reserves (and don't want any special assessment) we will prioritize these projects and do what we can if they are still available around Oct./Nov.

**Deposits and bill payments over the summer** - Rick Borman, Secretary, volunteered to handle the deposit of all maintenance checks that come into our mailbox. All bills will be forwarded via email to either Tom Neubecker (President) or Mike Moskowitz (our accountant) for payment. Either of those individuals can issue checks remotely via the bank website. The physical checkbook will stay here with the Secretary for those few instances where a physical check needs to be issued immediately.

**Owners Comments & Questions** - A couple of owners expressed their thanks to Board for their dedication and hard work!

Tom Neubecker adjourned the meeting at 8:50 PM

Respectfully submitted  
Ricky Borman, Secretary