

# Colonial Manor West

## Minutes of Board of Directors Meeting

### May 20, 2017

The meeting was called to order by Tom Neubecker at 9:00 AM.

**Board Members Present** – All three board members were present (Tom Neubecker, Larry Farst and Rick Borman). Three owners were also present.

**Minutes Approval** – Reading of the minutes from the last board meeting (January 2, 2017) was waived and the minutes were unanimously accepted as written.

**Treasurer's Report** – Tom Neubecker reported that we are about 40% of the way through our budget year and we are well under budget on many items (repair & maintenance, legal fees, licenses & permits, and miscellaneous). We will be paying our property, wind and flood premiums later in the year (our largest expense). Laundry income is well over what we projected. We are a little over in common area expenses because of mulching and planting in all garden areas. We have \$131,464.48 in our operating account. This is the highest we've ever had - more than our budget for a whole year. This balance should allow us to perform a number of deferred maintenance projects later in the year without the need for any special assessment.

**Review and approval of expenditures made since 11/20/16** – the following non-recurring expenditures were ratified by a unanimous vote:

11/28/2016	\$144.00	FL-DBPR Permit
12/10/2016	\$291.58	Atech Fire Test
1/13/2017	\$834.22	Repaint & Recover Lounge Chairs
1/25/2017	\$958.81	Mulch & Plants
1/25/2017	\$750.00	Pool Fire Up & Heater Repair
2/6/2017	\$169.00	AC Condensate line 09/10 stack
2/21/2017	\$495.00	Red Rhino Leak Detection
2/21/2017	\$797.60	Red Rhino Leak Repair
2/27/2017	\$142.00	New pool filter
3/1/2017	\$301.68	LED Pool Light
3/4/2017	\$797.50	Red Rhino Leak Repair
3/9/2017	\$285.83	Outdoor Shower Repair
3/26/2017	\$300.00	Pool Deck Repair
3/27/2017	\$265.00	Pool Grate & Light repair
4/20/2017	\$175.00	Pool Permit
4/25/2017	\$246.00	Motion Elevator Phone Install
5/15/2017	\$100.00	Elevator Permit
Various	\$960.37	Miscellaneous (<\$100 each)
<b>TOTAL</b>	<b>\$8,013.59</b>	

**Building Upkeep** – The following items were address over past few months:

- We have tried to minimize noise when gates close by insulating the post and by filling the hollow posts with sand to absorb noise and reverberation. We still remind residents to not let the gates slam when they close.
- We changed the pool light from the old tungsten to an LED which uses 1/4 of the electricity. It's also brighter and should not burn out in our lifetime saving a \$100 charge each time it needs replacement.
- We converted the elevator telephone to a wireless unit. The bill for the AT&T wired line was set to go up to \$82/mo. The new Verizon wireless phone will be ~\$25/mo. (with all the taxes) saving us ~\$600/yr.
- Both the front & back yards have been re-mulched. We are considering replacing the palms on either side of the pool with nicer flowering bushes perhaps sometime this fall or winter using volunteer help.

**Owner Proposals** – There were 3 owner proposals:

*Replace the brick paths in the garden* - It was proposed these paths be redone for several reasons: 1) they look bad with rocks & mud constantly getting on the pavers, 2) they present a tripping hazard, and 3) they make it difficult to cross with a cart or roller bag. A suggestion was made to repave them to match the pool deck area. It would contrast with the current walkway, but still provide a smooth surface. A motion was made and passed unanimously to do this. Tom will contact the company that did our pool deck and get a bid.

*Require vehicles to have a valid registration* – There was concern that we have unlicensed vehicles on the property. These are cars without a valid registration and likely are uninsured. They present a liability to the Association. A proposal was made to add the following to our “Rules & Regulations”. ”All vehicles parked on the property must have a current valid registration. If they do not, they may be towed away at the owner’s expense”. It will be up to the board of directors to give the owner suitable notice and an opportunity to register the car before being towed away. The motion passed unanimously.

*Clean sewer stacks on a regular basis* – One owner suggested (via email) that we have all 24 stacks cleaned out from the roof on a regular basis (there is a bathroom stack and kitchen stack for each unit). It was pointed out that this would be very costly and could damage the older pipes that are heavily corroded. The proposal was unanimously voted down and it was decided to clean out the stacks on an “as needed” basis and only when our plumbers determine a need to do so.

**Major Maintenance** - Tom pointed out that we have sufficient funds in our checking account right now for several major deferred maintenance projects.

*Paving* - Larry got an estimate to resurface our parking lot: A top-only coat would be ~ \$2,200. To repave would cost ~\$18,000. The repaving would deal with many of the sunken areas, cracks and holes in the pavement. We also have a small sink-hole in east parking lot that must be addressed. Also, the water meter in front of building is sunken and would have to be raised before any paving job. Larry and Eileen volunteered to contact the city and determine who is responsible for raising water meter. The Board passed a motion to have the parking lot re-paved after quotes have been received and company is selected.

*Painting* - Larry also volunteered to get quotes on painting building. One earlier quote Larry received was ~\$29,000. It was suggested by a Board member that we get more quotes over the summer and wait until after hurricane season to make any decision or start any painting work.

*Brick wall* - The brick wall in east parking lot is sinking in the pavement and separating from building leaving a big gap in wall (there is no foundation beneath this wall). Larry investigated companies that repair or re-build walls. The minimum cost would be \$2,200. It was suggested that we look into a concrete jacking company that can lift such structures without rebuilding the wall. Larry has already taken a picture of the wall and will email to the companies he speaks to regarding our problem.

*Company selection* - Tom pointed out that as we research all of the above projects, we try to select businesses that have an A+ rating with the South Florida Better Business Bureau in order to get quality results.

Tom asked if there were any other questions or concerns that any owners wanted to bring up. There were none. A motion was made to adjourn the meeting at 9:45 AM. The vote was unanimous.

Respectfully submitted,

Ricky Borman, Secretary