

# Colonial Manor West

## Minutes of Board of Directors Meeting

### November 20, 2016

Tom Neubecker called the meeting to order at 2:00 PM.

**Board Members Present** – Three of the five board members were present representing a quorum: Tom Neubecker, Larry Farst and Rick Borman. Five other owners were present as well as our CPA, Mike Moskowitz.

**Approval of Minutes** – Reading of the minutes of the May 16, 2016 board meeting was waived since all owners had received copies of the minutes and nobody suggested any changes. The minutes were approved as written unanimously.

**Treasurer's Report** – In the Treasurer's absence, Tom Neubecker gave the report. Our current balance in the operating account is \$132,646.19. Of that, \$4,437.67 is allocated to our escrow account leaving \$128,206.52 available. As of today, we have collected ~95% of our anticipated revenue for 2016. Our expenses to date are \$44,141. However, there are still a couple of large bills that will be coming due in late December including ~\$40,000 Wind + Property Insurance and ~\$3,000 for Liability Insurance.

There are a few areas where we are over budget including "Elevator" ~\$1,000 over, "Common Area Expense" ~\$800 over. Also, "Waste Removal" will be a little over, as we were unsuccessful in getting our rates lowered significantly. We also have additional water, electric, repair/maintenance, and other bills to be paid this year.

On the plus side we are ~\$14,000 under budget on "Repair & Maintenance" and about ~\$15,000 under budget in insurance (buy having the building reappraised and getting a discount by bundling our Wind and Property policies with a single carrier). So overall we are doing well. If we go ahead with some of our deferred maintenance (see later in the minutes), we should be right on budget.

**Ratification of Expenditures** – The following expenditures incurred since the last board meeting were reviewed and submitted for ratification:

Date	Expense	Vendor	Purpose
5/14/2016	\$120.00	Broward Cnty.	Pool Permit
6/1/2016	\$895.00	Paradise	Broken water line
6/3/2016	\$94.00	Paradise	AC condensate backup
6/8/2016	\$450.00	Kaye Bender	Legal Advice
6/13/2016	\$166.67	Paradise	Laundry Room Backup
8/2/2016	\$142.00	Aloha	New filter cartridge

9/20/2016	\$115.00	Motion Elev.	Hydraulic test
9/26/2016	\$180.00	Aloha	Leak Detection & Repair
10/11/2016	\$108.10	Leslie Pool	life ring and float
10/31/2016	\$15.00	Aloha	Extra chemicals
11/8/2016	\$251.75	Tri County	Extinguisher Inspection
11/17/2016	\$337.00	Alba Tech	Pool Heater Repair
11/18/2016	\$450.00	Aloha	Pump repair
Miscellaneous	\$579.27	Miscellaneous	
	\$3,903.79	TOTAL	

The miscellaneous items charged to our credit card include small items such as: hardware to install gate closers, stamps, ink, flag, hose/nozzle, drill, propane for grill, bike racks, cleaning supplies, thermometer & clock for pool area, etc. These expenditures were reviewed and ratified by unanimous vote.

**2017 Budget Approval** – Tom reviewed the proposed 2017 budget (provided to all owners via mail and at the meeting). The insurance budget decreased significantly. Most other items increased a small amount. Even though our “Repairs & Maintenance” expenses were low this year, they vary wildly from year to year. As a result, we intend to keep our estimate at \$24,000 since that is the average spent over the past 7 years or so. Mike Moskowitz questioned our Motion Elevator contract. Tom indicated that he believes we are required to have an elevator contract by Florida Law so that people stuck in elevator can telephone the company in case of an elevator malfunction. He also indicated that the maintenance contract only covers routine maintenance and not repairs of items that fail.

Another person brought up the issue of pest control. At one time we did have this for the outside areas of the complex at a cost of ~\$2,000/yr. But Tom pointed out the fact that insects live outdoors. If we spray any area, they will just migrate from an adjacent unsprayed area. It is more important to have pest control inside of your unit, and that is the unit owner’s responsibility.

After these discussions, the budget was passed unanimously. Note: The total amount of the budget is the same as last year. Therefore there will be NO CHANGE in your condo fee. Continue sending in the same amount as you have this past year. Condo fees for 2017 will be sent out to all owners as part of the “second notice” for the annual meeting.

**Pool Deck and Walkway Repair & Repainting** – Areas of the pool deck and first floor walkways are starting to badly blister and are in need of repair. Since we have savings as discussed earlier, we want to take care of some of this deferred maintenance. We obtained estimates to have it resurfaced and repainted. At the same time, we obtained estimates to have the pool coping tiled to bring it up to code (since it adjoins the decking) and the pool re-surfaced (since it would be drained for re-coping). Finally, we obtained an estimate to have the 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> floor walkways repaired & repainted. The individual estimates are as follows:

- *POOL DECK: Grind and remove all existing overlay, clean and pressure wash, apply skim coat for proper adhesion, bond and level, apply Natural Stone pattern, multicolor sealer (light beige) Price: \$6,300.*
- *COPING: Grind coping to remove all loose paint, pressure wash, apply textured finish, and bring up to code with new coping tiles. Price: \$1,650*
- *POOL: Drain pool, chip out to remove all loose marcite, acid wash, apply Bond Kote, resurface with Blue Gem- includes gutter line. Price: \$5,000*
- *TILING: Replace all waterline tiles with Standard Cobalt Blue. Price: \$3,000*
- *FIRST FLOOR WALKWAYS: Clean and pressure wash, remove damaged areas, apply skim coat, apply two coats of Kool Deck to match existing surface (to damaged areas). Up to 200 sq. ft. Apply coat of Creamy Beige Colorcrete sealer. Price: \$5,400*
- *SECOND & THIRD FLOOR, STAIRS & LANDINGS: Clean and pressure wash and apply coat of Creamy Beige Colorcrete Sealer: \$6,000*

Total cost for all items: \$27,350

*Comments on the proposal:* Tom indicated that we can perform all of this work with no special assessment using our insurance and repair & maintenance savings. Also, the company suggested, for safety concerns, that there be darker beige on walkways, and lighter beige on pool deck to delineate the two areas. Several owners suggested we remove the planter that was added under the balconies and replace it with seating/storage bins. We also discussed the possibility of installing solar heating at some point in the future (when the pool heater breaks) and should we plumb for that now.

Tom made a motion to accept each of these proposals as written:

- Pool Deck
- Coping work
- Pool Resurfacing
- Pool Tiling
- First Floor Walkways Repair & Repainting
- Second and Third Floor repainting

A motion was made and passed unanimously to accept all 6 proposals and proceed with the work. Tom will contact the bidder to find out how much additional it will cost to remove the planter. (Note: After the board meeting, Tom found out that the additional cost to remove the planter would be \$250).

**Parking Lot Resurfacing** - Tom spoke to one of the unit owners over at Colonial Manor East, and was told that they had three coats of resurfacing and the cost was ~\$11,000. We have no quote for our property. We will hold off on that job until our pool, walkways, etc. are complete. Tom asked if anyone would be willing to go out and get quotes regarding re-surfacing & re-striping. Larry Farst indicated he would take care of getting some quotes.

**Power Washing the Building** – Several people noted how dirty the upper reaches of the building are becoming. Some people indicated that much of this dirt cannot be removed by power cleaning. Larry Farst discussed that over at his town-home, they have just completed a power washing, and painting. He said he will get quotes from this company for power washing, and/or painting (just the outside of the building). We will discuss this at the next meeting.

**Painting the Railings** – It was pointed out that it would be much easier and cheaper to paint if it weren't for the decoration (curly-q things). They are what are degrading the worst. Discussion was made of removing these and if that would be considered a "material change" and would have to be voted on by unit owners. No decision was made. Larry (again) said he would ask these painters about the railings.

**Republishing Rule #2** - Over the past few years, we have not enforced the rule that owners and renters are not allowed to store personal items in front of the storage lockers. The situation was becoming bad with people not able to access their storage units. We decided to install bicycle racks under the stairways for bikes and not allow the storage of any personal items in the storage rooms (outside of the lockers). However, one owner challenged our authority to do this. We contacted our legal firm and they indicated that the only way we could now enforce this rule was to "republish" it. Thus, a motion was made and passed unanimously to republish the following rule from our condo documents:

*Rule #2: "An owner shall not place or cause to be placed in the lobbies, vestibules, stairways and other project areas and facilities of a similar nature, both common and restricted, any furniture, packages or objects of any kind."*

Tom will send out a notice to all owners and renters that all of their bikes and other personal possessions must be removed from those storage areas by Dec. 31, 2016. Any items left there will be either disposed of or, if there are items "abandoned" which may be of use to residents (e.g. lawn chairs, bicycles, ladders, carts), they will become "common use" property that anyone can use. The bicycle racks will be made available on a "first-come, first-serve" basis.

**Report on the Galleria Development & the Zoning Board** – The request for a zoning change was voted down 6-2 by the Zoning Board. However, there has been no vote by the City Commissioners as of this date. People expect that the Galleria will continue to pursue the project. But for the time being, the project is on hold.

There being no further questions, a motion to adjourn the meeting was made and accepted unanimously.

Tom Neubecker adjourned meeting at 3:15 PM.

Ricky Borman, Secretary