

COLONIAL MANOR WEST
Minutes - Board of Directors Meeting
October 11, 2022

Call to order - The meeting was called to order at ~5:05 PM by Simon Malak. Three board members were in attendance either in person or via Zoom: Gerasim Nyagolov, Gustavo Pineiro & Simon Malak which constituted a quorum. Later on, 10 minutes into the meeting, Ann and Erika joined. Present were 9 owners in total.

Approval of minutes - A motion was made to waive the reading of the minutes of the last board meeting (8/23/22) since they were available in a previous email. The minutes were accepted as written by a unanimous vote.

Updates – The board reviewed the following updates concerning the complex.

- *Review the quarterly financial report:* Treasurer stated different line items in the budget that went over budget. He also explained that the 2023 Budget was in the works and the process of taking an expense line items actual expenditure to the end of September (the last quarter) divide it by 9 and then multiply it by 12 in anticipation of the end of the year and then take that yearly number and multiplying it by 1.10 (to anticipate price increases, supply increases in material and labor and inflationary concerns) to reach the line item budget for 2023.
- *Provide an update on what has been done and how the Special Assessment projects came to end:* The inspection permit was closed, and we avoided a \$2500 fine. The final permit had inadvertently expired and we as the owners, were responsible to “re-open” the permit for a fee that was estimated at the same cost as a new permit (about \$2500). Both Daniello and UPE refused to take responsibility for the expired permit. Gustavo handled this discrepancy over who was responsible for the expired permit and the cost to reopen the permit to have it be signed off and eventually closed out. Ultimately Daniello took responsibility for the fee, the permit was re-opened, signed off and the Notice of termination was filed with the city finishing off the entire concrete project.
- *Balance of Special Assessment Fund* of over \$4900.00 was converted from the title of Special Assessment account to our new Reserve Account. As discussed from last meeting. Whatever the Reserve amount is defined as being when the 2023 Budget is finally formed, the balance in the Reserve account will be offset as collected from each unit from the amount determined to be paid into the reserve account for 2023. Ex: - Reserve fund needs funding of \$10,000 - \$4900 = \$5100 yet to be collected from owners based on their unit percentages.
- *The tasks that we have completed as a board to date:*
 - *New company hired for cleaning* – ACE CLEANING SERVICES cleaning schedule starting as of October 3. Cleaning schedule posted on bulletin board.
 - *Company retained for reserve study:* Board retained Association Reserves to complete the study which will begin the third week of January. Gustavo to look into whether the existing permit for CMW 10-year inspection satisfies the new state requirement for a mandatory milestone inspection.
 - *Lawsuit:* Claim has been filed with our insurance broker and insurance company. Waiting to contact the claims adjuster to see how to proceed.
 - *Elevator inspection:* Completed.
 - *Lock repairs done in building:* All locks have been repaired. The East combination lock on gate has not been replaced as of yet.
- *Waste management price increase by \$100/month (\$443):* Treasurer was able to successfully not only avoid the increase but got nearly \$200 credit and is working to decrease it back to below \$300/month.

Issues Raised including but not limited to –

- *Pool testing:*
 - *What the pool man told Simon Malak about the unreasonable testing requirements by the city.* Aloha Pool Manager advised Simon that testing the pool 3 times per day is listed in the laws but is not a reasonable expectation to be done. Most pool inspectors use it as a leverage for “additional charges” to be named on violation in extreme cases where the pools are neglected or are abandoned. So yes, it is a law but not a pragmatic practice that is anticipated to be strictly followed or enforced. Owners and Board agree to not test the pool daily and are content to just have Aloha pool test twice a week.
 - *Pool cleaning/ violation:* Completed.
- *Upcoming Budget setting for 2023 (which should include a reserve amount)* Treasurer to work on 2023 budget by taking accumulated numbers up until September 2022, dividing that number by 9, multiplying it by 12 and then adding 10% (estimated increase of costs) to get the new budget for each item going forward in 2023.
- *Impact door/ window assessment - Status?* Still deciding whether it is worthwhile to do and save money for the building.
- *Mickies email that Simon responded to on behalf of the Board*
- *Emails sent with owner input:* The Board requests that all issues, subject matters raised, concerns or owner input to be accompanied by a constructive solution on how the author would like to see the matter be resolved.

Owner input and questions –

- *Owner* sent an email listing 7 days of waste removal missed. Simon asked for credit already and will not pursue requesting additional credit.
- *Upcoming storms:* If there is an upcoming storm, please notify Property Manager in advance of every Wednesday when the cleaners come in to coordinate with Ace Cleaning Services to store the furniture. Furniture will be placed back out around the pool the first Wednesday after the storm.
- *Owner’s email about Aloha:* PM spoke to Jenice of Aloha in regard to owner input. Issue is now resolved. Owner also requested that their written emails not be forwarded to anyone without their permission. The board acknowledged their opposition.

Adjournment – There being no further questions, the meeting ended at ~6:27 PM.

Respectfully submitted,
Jillian Panzella