

COLONIAL MANOR WEST
Minutes - Annual Board of Directors Meeting
& Organizational Board Meeting
February 07, 2024

Call to order - The meeting was called to order at ~6:10 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. Also present were ~20 other owners.

Approval of minutes - A motion was made to waive the reading of the minutes of the last board meeting (11/15/23) since they were available in a previous email. The minutes were accepted as written by a unanimous vote.

Treasurers Report –

1. *Review the Revised Budget for 2024 with the insurance update that decreased the monthly fees.* (attached)
2. *Review the proposed plan as stated in the last board meeting to use any excess amounts in the operating account by the end of 2023.* It was noted that any extra payments made would be deducted from the March payment.

Board Members – Analia Tower was unanimously approved as a new member holding the seat of Secretary. The resignation of Ann Smarlz was accepted.

Roof and Elevator project update –

1. *Elevator:* It was reported that DLM was still pending, the permit is extended until January 2025 due to parts on backorder.
2. *Plumbing:* Leak in unit 202, Paradise plumbing emergency repair of cast iron pipe that fell into an air pipe while the roof was being worked on, revealed additional issues with corroded air vent pipes on the roof. Five different locations on the roof needed to be replaced. The total cost for repairs amounted to \$4,865 invoiced by Paradise Plumbing. Ceilings and walls needed cutting for further repairs in units 302, 202, and 102, as well as painting work for 310 and 309 from previous leaks costing \$2,060.70. The building agreed to cover all repair costs. Additional repairs were needed for kitchen and bathroom air pipes in various units 309 & 303, totaling \$4,150 invoiced by Paradise. Ceilings and walls needed cutting for further repairs in units 309 and 303, costing \$1,775.48 to repair. Total for the emergency corroded pipe replacement to not delay finishing the roof replacement project was approximately \$12,851.
3. *Electrical:* The air conditioning electrical disconnect box required attention. The building received a bid From FISCHER ELECTRIC to replace the corroded and rusty boxes of \$19,720 to replace 17 boxes affected. The building approved by a majority vote to cover the \$1160 cost per box per owner, to pay for the recreation rooms AC Unit Included in the 17 count), to be paid back by the remaining 16 individual owners into the operating account. Conduit replacement was also necessary, with a cost of \$1,740.

UPDATE: Treasurer was able to negotiate with another Electrical vendor to all the necessary work for less. It will now cost \$750 per unit to change out the rusty and corroded boxes instead of \$1160. PLEASE SEE ATTACHED RECEIPT WITH BREAKDOWN OF THE UNITS NEEDING WORK AND SCOPE OF WORK. Total

price is \$15,250 of which the building will be reimbursed by the owners listed 16 x \$750 = \$12,000 (We pay from CMW for all the other work including the Rec Room scope of work).

4. *Vote:* Individual owners would initially pay for repairs, with the building covering costs upfront and owners reimbursing. An email listing units requiring repairs would be sent with a Friday deadline. Confirmation of warranties was needed by the next morning. The treasurer would negotiate the final bill, and unpaid unit fees would result in liens after three months.

Other Updates from PM –

1. *Pool Area Fencing:* Zach was tasked with replacing the pool fencing.
2. *Pool Maintenance:* Freedom Pools replaced Aloha Pools and found an issue with the pool heater during an inspection. Despite repairing the igniter, the heater still doesn't ignite.

Recommendations were given:

1. Confirm Gas Pressure: A specialist should verify gas delivery to the heater and ensure it's within the correct pressure range.
2. Inspect Ignition Control Module: If gas pressure is adequate, consider replacing the ignition control module for \$595.
3. Evaluate Power Distribution Board: If the problem persists, the power distribution board and transformer, costing \$490, may need replacement.

Additionally, given the heater's 2018 manufacturing date, it might need replacing due to age, with gas heaters typically lasting 5 to 8 years. The board decided to delay addressing the heater until plumbing and electrical issues are resolved on the roof to concentrate on finishing up the new roof replacement project. PM was asked to call gas co to come out and fix ignitor if possible for free.

3. *Elevator:* Motion Elevator fixed elevator issues, including relay problems. Due to age, challenges may persist. To fix the elevator would require a new remodeling and refurbishing upgrade that would range between \$180,000 - \$225,000.
4. *FPL:* East parking lot light remains out, multiple FPL tickets submitted, still awaiting resolution.
5. *Lock -* East gate lock issue resolved; parking lot gate lock repaired.
6. *Insurance -* Insurance coverage will remain suspended until roof repairs are completed. Estimated policy premiums for water, fire = \$20,000 and wind policy issues amount to be around \$90,000, respectively.

Owner Questions and Comments – Various owner concerns were discussed, spanning security enhancements, handyman services, cleanliness, garden upgrades, pool chair replacement, and communication improvements. Building upgrades will be postponed until after the roof project and electrical issues are resolved.

1. *Airbnb Issues:* Concerns were raised about Airbnb guests' laundry usage and overcrowding. The secretary was tasked with drafting a courtesy notice outlining rules for placement in the laundry rooms. Additionally, it was agreed that this notice would be emailed to all owners for awareness.
2. *Pool:* Caulking, painting, and deep cleaning, were discussed. The PM will be obtaining bids for these services.
3. *Fire Inspection Company:* A decision was made to find a new fire inspection company, with Fire Ranger being suggested.

Adjourn – ~7:17