

Westbrooke Condominium Association dba
MEADOW CREEK CONDOMINIUMS

MINUTES OF REGULAR BOARD MEETING
Community Room, 823 Old Settlers Trail, Hopkins
Wednesday, May 4, 2011

ATTENDING: Koleen Saifa-Bonsu, Anne Denelsbeck (late arrival), Doug Harbrecht, Sandy Miller, Cecelia Timm, Enrique Torrano, Veronica Virtue, John Ward

ABSENT: Pat Olsen

STAFF (Omega): Dave Stendal, Ben Fotland, Patty Tomaino

GUESTS: 10 Owners

Meeting called to order by President John Ward at 6:08 pm

Member Concerns

Add to agenda for next month:

1. Report on final status of tax protest rebates.
2. Report next month on operational status and recording capabilities of security cameras.

Business meeting commenced approximately 6:32 pm.

APPROVED the Agenda.

Motion: Veronica Virtue. Second: Enrique Torrano. Passed.

APPROVED the April 6, 2011 Board Meeting Minutes.

Motion: Veronica Virtue. Second: Cecelia Timm. Passed (Enrique abstained, was not present at last meeting).

Management Report

APPROVED the following collection actions identified in the Board packet:

- A. As reported
- B. Postponed vote. Usually not worth spending the additional money to try to collect smaller amounts. At least \$400 for the process of getting a judgment. John volunteered to look into hiring a collection agency on a no-cost basis unless money is recovered. Association would get perhaps 30-40%, but better than just writing it off.
- C. This is an original mortgage. Payment plan was established and not followed.
APPROVED to initiate foreclosure.
Motion: John Ward. Second: Sandy Miller. Passed (Veronica abstained).

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- D. Postponed vote, await information on use of a collection agency. Bank owned now, will have about \$1,350 owed by the corporation that owned the unit. They do not own other units here.
- E. As reported
- F. As reported
- G. As reported
- H. \$92,000 mortgage 5 years ago, so no equity. Owner has filed bankruptcy. **APPROVED** to pursue a personal judgment.
Motion: John Ward. Second: Sandy Miller. Passed (Veronica abstained).
- I. As reported
- J. As reported
- K. As reported. Will be paid on closing.
- L. As reported
- M. As reported
- N. As reported.
- O. As reported
- P. **APPROVED** to get an O&E report if no payment is received by May 11.
Motion: Sandy Miller. Second: Enrique Torrano. Passed.
- Q. Postponed vote, await information on use of a collection agency.
- R. As reported

Enclosures in the Management Report include accounting of all collection actions taken for all member accounts receivable.

Excessive water consumption – Follow-up from last meeting.

Continuing to review water bills, many have dropped to normal levels after contacting owners. There will be some reinspections.

Online bill pay

The time the financial institutions take to send a check has lengthened to up to two weeks. The money comes out of the owner's account but checks may not be mailed until they have a batch to mail out together to save mailing costs. Omega has communicated to owners using this payment method that they risk having late fees assessed based on actual arrival time of the checks.

Pool Access System

System will be installed next week. Notices to residents will be put up to sign up for fobs. Pool is mostly pre-wired. Need to dig up some cement to install pushbutton gate to leave.

Asphalt repairs

Details in Board packet.

Based on bid from the lowest bidder from last year, total cost is \$151,000.

Bid is based on last year's prices despite increase in cost of oil, so would be nice to take advantage of this.

Without storm sewer pipe, \$117,000

Without excavation in front of garages, \$104,600

Includes sealcoat of all lots and drives.

Effect on reserve – Budgeted \$442,000 contribution to reserve for this year.

Other projects will take about \$140,000 from reserve this year

After the \$151,000 for asphalt repairs, this leaves about \$151,000 unallocated.

Don't want to sealcoat this year and then do the drain (the \$33,000 expense) in a following year as this incurs the sealcoating cost for that area twice.

Want to put down sealcoat rock by mid-July so rock has time to embed in hottest weather.

Lot 5 was done most recently, but has been over 6 years so it's time. About \$11,500 and would be more costly in a couple of years if we tried to stretch it out.

Dave suggests not to bid out sealcoating, they were low bidder last year and are not increasing price despite cost of materials increased over last year, but could bid out the repairs.

APPROVED in concept to have all lots sealcoated, and to do the recommended repairs. Requested that Omega get additional bids on the repair work. Will vote on approval of bid at next Board meeting.

Motion: John Ward. Second: Veronica.Virtue. Passed.

Pool Monitoring

Patty met with Rebecca regarding her concerns.

Suggests pool supervisor be present for more hours than last year.

About 200 additional hours compared to last year. About \$1,500 more.

Should reduce problems at the pool and reduce damage.

Want someone certified in CPR. A certified lifeguard is not necessary but would be a bonus (signs would still say no lifeguard present as this increases potential liability).

APPROVED to hire pool staff position and hours as detailed in the Board packet.

Motion: Cecelia Timm. Second: Sandy Miller. Passed.

Omega proposed modifying pool cameras to be visible from office and adding a speaker system so the office can communicate to the pool. Provides a faster response than asking staff to go to the pool. Would come out of 24k of Misc Maintenance line item in the budget. Tabled for next meeting.

Window replacement

Have not yet formed an ad hoc committee to identify window options.

There are 5 or 6 people interested in replacing their windows.

John and Dave will arrange to meet with contractors. Anne, Koleen and Doug will participate if they are available.

Have wood window option, looking for vinyl window option.

John identified a patio door option for about \$2,500 (much less than other custom bids for \$3,000 to \$3,500).

Board will vote on recommendations.

Front doors

5 doors really need replacement now.

Due to cost, will need to budget remainder for future years.

Need to identify one door style with assurance it will continue to be available for several years. Assure it is compatible with future security system (most are). With multi-year contract may be able to get reduced price or price guarantee.

Approximately \$25,000 for 5 doors.

Window replacement committee can work on identifying front door also.

Rear entry doors

Rear exit laundry doors in bad shape

Dave thinks \$700/door plus painting, would want to paint same time as trim which is planned for this year.

About \$47,000 total.

Suggested 9 lite (glass pane) steel door.

Remove storm doors as these thwart security. Exhaust fan/vent suggested instead.

See Board packet p.9-10 for details of suggestions.

Omega will work on getting quotes.

Grounds repair, 801 building

Approximately \$3,200.

Cheaper if seed instead of sod.

APPROVED to repair and seed.

Motion: John Ward. Second: Enrique Torrano. Passed.

Mulching

Received a bid to top dress all mulched areas as well as 38 trees along Old Settlers Trail.

Have money for grounds improvement to cover the cost. Approx \$2,939 total.

APPROVED bid from Lunseth for \$2,939.

Motion: Cecelia Timm. Second: Anne Denelsbeck. Passed (Doug, Enrique, Koleen against).

Parking lot sweeping

Cheaper to hire out than to repair and use our sweeper and pay person to do it and have Lunseth pick up debris.

Two bids in Board packet. Lower bid is from American Lot Maintenance, Omega has used them on other properties and is satisfied with their work.

APPROVED to authorize the \$2,200 bid from American Lot Maintenance unless we sealcoat, and to sell the sweeper as-is rather than incur \$1,800 in repair costs.

Motion: Enrique Torrano. Second: Doug Harbrecht. Passed.

Shrub pruning

This is a budgeted expense.

Rejuvenation pruning already performed this spring had been approved last year but could not be done in 2010 due to heavy early snows.

APPROVED Rainbow Treecare bid for shrub pruning, \$4,380 summer, plus \$3,895 in fall. Timing of pruning depends on type of foliage.

Motion: Anne Denelsbeck. Second: Cecelia Timm. Passed.

Enrique opposed unless we retain a do not prune list.

Air conditioners

John identified a very good bid for air conditioners. This was made available to owners in a flyer included in the last Omega billing to owners.

About 26 people have indicated interest.

Comcast

Have not heard back from Cathy Sutmar (Comcast rep), but the contract modifications requested by MCC are in review by their legal department.

FHA recertification

Confirmation was received of our FHA recertification.

Newsletter

Draft has been prepared.

Will add FHA recertification news.

Expect to have distributed early next week, will put 8 copies in entryways and mail out to absentee owners.

Patio standards enforcement

The current policy does not provide consequences to the owner, so the Association can wind up bearing the cost of cleaning up patios.

Omega presented a suggested policy/notification template.

Suggest requiring the resident be given 10 days instead of 5 to clear patio.

Suggest a fine if Association has to clear the patio. First offense \$50, second offense within 12 months \$100. Another violation within 12 months of the second \$200.

Impound items for 30 days in Association garage, allowing owner to reclaim (keep a log).

Omega will draft a policy for approval at next Board meeting.

Unauthorized window replacement

A violation notice was sent to an owner regarding unauthorized window replacement.

Owner is upset and will not remove the windows. The window in the other unit that she cites that does not comply has been there a long time and does not mean that the Association has abandoned its architectural controls. Notification of Association policies were provided when unit was purchased, window was replaced without asking office, and does not accommodate a storm window so does not conform to appearance of other windows on property.

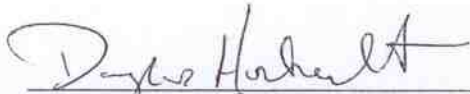
Omega will respond to the voicemail that owner left Dave.

Current policy allows fine but does not specify the amount. Omega will draft an enforcement/fine policy for Board approval.

Motion to have Shirley attend Board meetings to log in and welcome members:
Veronica Virtue. Second: Doug Harbrecht. Did not pass.

Meeting adjourned, 9:50 pm.

Respectfully submitted,



Doug Harbrecht, Secretary