

Westbrooke Condominium Association dba  
**MEADOW CREEK CONDOMINIUMS**

**MINUTES OF REGULAR BOARD MEETING**  
Community Room, 823 Old Settlers Trail, Hopkins  
**Wednesday, September 7, 2011**

**ATTENDING:** Anne Denelsbeck, Doug Harbrecht, Sandy Miller, Pat Olsen,  
Koleen Saifa-Bonsu, Cecelia Timm, Veronica Virtue, John Ward

**ABSENT:** Enrique Torrano

**STAFF (Omega):** Dave Stendal, Ben Fotland,

**GUESTS:** 13 Owners

Meeting called to order by President John Ward.  
Member Concerns, 6:00 pm.  
Business meeting commenced at 6:48 pm

**APPROVED** the Agenda.  
Motion: Sandy Miller. Second: Cecelia Timm. Passed.

**APPROVED** the July 6, 2011 MCC Board Meeting Minutes.  
Motion: Sandy Miller. Second: Pat Olsen. Passed.

**APPROVED** the August 3, 2011 MCC Board Meeting Minutes.  
Motion: Sandy Miller. Second: Pat Olsen. Passed.

**Management Report**

Association had \$500,957 cash at the end of August.  
Receivables of \$112,585 at the end of August.

Collection actions

- B. Advised to wait for 30 days to see if owner files bankruptcy.  
Foreclosure not a good option, no equity.
- D. Attempt to serve via staff.  
Motion: Cecelia Timm. Second: Koleen Saifa-Bonsu. Passed.
- J. Not worth pursuing, relatively small amount and out of state.
- K. **APPROVED** to accept payment plan of \$118/month for 10 months.  
Motion: Sandy Miller. Second: Pat Olsen. Passed.
- M. Owner has moved out, unit vacant, bank lock box on door.  
**APPROVED** to docket the judgment that has been awarded.

Motion: John Ward. Second: Sandy Miller. Passed.

N. **APPROVED** to accelerate assessments and proceed with judgment.

Motion: Sandy Miller. Second: Veronica Virtue. Passed

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

### **Sealcoating**

Completed yesterday. Temperatures still warm so should help adhesion.

### **Irrigation system**

Discussed Omega's proposal to budget for an irrigation system. There have been problems with damage caused by leaking from the current sillcocks, which also require entering individual units to turn them on and off seasonally. Had two leaks last year with \$4,000 - \$5,000 damage each time, four in last four years. Rather than simply replace these, it would be preferable to remove them and install lawn hydrants and a main water line that would be required for an irrigation system if we later decide to install one. New main line is preferable to feeding off the building water mains to prevent drop of pressure in the units. To do this, an irrigation plan would be needed in order to locate the main line correctly. Having an irrigation plan will also help Omega in developing the reserve plan. Irrigation Doctor quote was \$4,500 (rebate half if they do the installation).

**APPROVED** to get an irrigation system design from Irrigation Doctor for approximately \$4,500 with the intent to put in lawn hydrants and main line piping initially, and remove sillcocks. This is not approval of a full irrigation system.

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

### **Replacement window selection**

Proposal and quote from Dorglass is in Board packet.

Dorglass had to order a sample, could have at meeting next month. The quote is for a Quaker Manchester vinyl double hung tilt window. John inspected at Dorglass. Available with Low-E glass. Dorglass has had good experience with this window. Anne has had good experience with Dorglass.

Dave also looked at windows from Window World and Columbus Exteriors, but these were lower quality or higher cost.

Price quoted is for bulk deal of 20 or more windows at a time.

Prices in packet are installed price, permit would be extra.

**APPROVED** Manchester Quaker vinyl window as an approved replacement window for owners wishing to replace windows, as bid by Dorglass, with retention of existing storms. Marvin tilt pack continues to be the approved wood window.

Motion: John Ward. Second: Sandy Miller. Passed.

John did not have an opportunity to inspect the Quaker Manchester patio door but expects similar quality as the window. Price quoted is with grids.

**APPROVED** the Quaker Manchester vinyl door with grids as an approved replacement door for owners wishing to replace patio doors, as bid by Dorglass, unless an objection is raised by Omega or the Board upon inspection of the door.

Motion: John Ward. Second: Sandy Miller. Passed.

### **Trash building gates**

Omega met with two contractors to discuss options and suggested a chain link door by Midwest Fence with magnetic lock by Electric Fire & Security for a total of \$1,350 per trash building.

**APPROVED** to install a prototype door in the trash building with worst problem.

Motion: Anne Denelsbeck. Second: Pat Olsen. Passed.

### **Rain garden completed**

The new rain garden has performed well in a couple of heavy rains. Installation company did a good job.

### **Hail storm claim**

Due to the hailstorm last May, Omega asked Wright At Home Services to inspect the roofs for damage. Their free inspection verified that hail damage occurred and American Family is now inspecting every roof. They are fairly sure the damage total will be over \$1,000,000. We have replacement cost insurance, so the coverage amount would not be reduced by depreciation if we proceed with replacement.

We can also pursue reimbursement from GAF for some bad shingles that had existed. Replacement paid for by insurance will greatly benefit the reserve plan funding.

Inspections should be completed Friday. Omega will review the report and have contractor review it if the insurance estimate differs substantially from the contractor's estimate.

### **Snow removal contract**

Miller Maintenance bid included a small increase in cost for smaller snow amounts and slightly less for larger amounts.

Satisfied with plowing last year. There were few complaints. Could improve by putting sand down earlier. Did great with the big snowfalls last year, kept lanes open.

**APPROVED** snow removal bid from Miller Maintenance at quoted rates.

Motion: Sandy Miller. Second: John Ward. Passed.

### **Potential reserve expenses**

Omega provided estimates for high priority reserve expenses totaling \$153,549.

Omega projects we will have \$180,409 available from Reserves through December 2011. It would be possible to cover all the proposed projects from reserves this year, although it is not anticipated that all the projects could actually be completed this year.

This does not affect operating funds.

If roofs are replaced by insurance, there will be less demand on reserves.

Omega identified the following as high priority because of their impact on appearance of the property:

- Programmed replacement of front doors with addition of electronic access control
- Painting of front doors
- Replacement and painting of rear doors
- Replacement of rear door light fixtures

#### **Front doors / Electronic access control (security entry)**

Omega suggests upgrade of all front doors on an entire building at the same time rather than just the worst doors, to preserve uniform appearance and to facilitate installation of an access control system as the front doors are replaced. Each year do all doors on a certain number of buildings (priority based on worst doors, at this time 4 of the 5 worst are on 2 buildings).

A controlled access system would significantly distinguish our property from other nearby properties in Hopkins and provide greater security for residents and owners. It is less expensive to install an access control system at the same time doors are installed. Could put in doors now and access control system later, but would need both manual and electronic access hardware in the meantime, appearance would not be the same as the final product, and would have to remove manual hardware later. Putting in a functional system now provides a working system for owners to experience and evaluate. Omega suggests an intercom system rather than a phone based system. In Omega's experience, the intercom system is more reliable and less expensive to maintain. Will add reader at back door only if there is a sidewalk to the rear door, which is the case for only a few addresses. Fob key access similar to what is used for the pool.

**APPROVED** Omega to get final details for 8 doors at a price range of from \$2,150 to \$2,700 per door (buildings with 5 worst doors), with electronic access control and intercom system at an approximate cost of \$3,500 per stairwell. Authorize John Ward to make decision on contractor and final bid from the bids obtained by Omega (assuming bid is reasonably in line with information presented at the Board meeting) or contact Board if there are any surprises or issues to discuss. Communicate details of the plans and costs to the owners via the next newsletter, put information on web site, discuss at annual meeting, invite owners to contact office/Board if they feel strongly one way or the other about continuing with this improvement to the property.

This encompasses items 4, 6, and 7 in the Potential Reserve Expenses handout.

Motion: Doug Harbrecht. Second: Veronica Virtue. Passed.

## **Rear doors**

**APPROVED** to replace the 66 rear doors (in addition to the one that was replaced last year), based on bids in Board packet, additional information to be obtained and John Ward authorized to make final selection as long as total cost is reasonably in line with information in Board packet, which had a low installed bid of \$815 per door.. This addresses item 3 in Potential Reserves Expense handout.

Motion: Anne Denelsbeck. Second: Pat Olsen. Passed.

## **Door painting**

Painting bids in Board packet, Allied Electrostatic and from Electrostatic Painting Co. Approximately \$14,500 Electrostatic, \$17,500 from Allied.

**APPROVED** to paint 59 front doors (does not include the 8 doors being replaced) and all rear doors. Accept bid from Electrostatic Painting Co in Board packet contingent on acceptable references. Colors to be determined.

Motion: Anne Denelsbeck. Second: Koleen Saifa-Bonsu. Passed.

Note that with the priority on other projects it is likely that the back doors will not be replaced/painted until next year.

## **Rear light fixtures**

Omega is continuing to get quotes. Installed price will be about \$16,500 to replace all 67 rear door area light fixtures.

Handout at meeting, bid from J.H. Larson. Same light quality and distribution as we saw at Cedar Trails, but box is square instead of round, bronzed metal, clear polycarbonate lens should not yellow. Some are located above doors, some next to doors, would not change current location. 8 inch square boxes, not big wall packs.

Will continue to look for round fixture if available.

Will put up a prototype square fixture.

Postpone vote for approve until next month.

## **Insurance**

American Family quoted a slightly reduced rate for next year.

**APPROVED** to renew insurance policy with American Family based on the quote in the Board packet of \$96,681, including the Umbrella coverage.

Motion: John Ward. Second: Sandy Miller. Passed.

Meeting adjourned 9:45 pm

Respectfully submitted,

  
\_\_\_\_\_  
Doug Harbrecht, Secretary