

**Annual Board Meeting  
November 14, 2006**

**I. Meeting called to order by President Rosemary Gorski at 7:30 p.m.**

**II. 2004 Annual Board Minutes:**

**Motion was made and seconded to approve the 2004 and 2005 Annual Board minutes. Both years were approved.**

**III. Election of Officers:**

Rosemary gave the owners a brief background of the duties of the officers on the Board. Floor was opened to nominations to fill one vacant seat and two seats (Vice President and Secretary) whose terms end are ending. Jon Fisher was nominated by Marlene Drohan. **Motion to elect new officer and have the expiring officers continue by acclamation was made and seconded. Passed.**

**IV. Officers' Reports:**

**A. Treasurer**

Since the vacant seat on the Board is the Treasurer, Rosemary reported that in the Spring several CDs will be maturing, and the new Treasurer will work with Wachovia to get a better interest rate. The goal for 2007 is to replenish reserves and prepare for roofing projects in 2008.

**B. There were no reports by the other officers.**

**V. President's Report:**

1. Reserve Expenditures made in 2006:
  - Façade repairs.
  - Replacement of lampposts.
  - Canopy roof replacement (includes both canopy roof replacement and carpentry repairs to decorative trim).
2. Other Property Improvements
  - Front entrance painting/carpentry repairs were made as well as the repair and painting of several breezeway ceilings.
  - Common area drainage improvements – 2700 courtyard, 2800 courtyard, 2500 courtyard.
  - New address signs for back of buildings with new signs for the front of the buildings coming soon.
  - Installation of private property signs, pet related signs and

such around the property.

3. Preventative Maintenance

- Goal is to try and eliminate emergencies; we want to be proactive, not reactive
- Board approved the annual cleaning of sewer lines. We anticipate this will greatly improve our chance of not having emergency situations involving sewer back-ups. Our plumbing cannot handle garbage such as pasta, rice, and smooth peelings. Refer to the Handbook.
- Inspections were arranged for residents by the Board and ProCAM that included chimney, dryer vent and HVAC cleaning.
- More gutter cleanings and similar maintenance.

4. Unexpected Expenses

The condominium is over budget in the following categories:

- Water & Sewer – High 3<sup>rd</sup> quarter usage and 12.2% county fee increase. If the 4<sup>th</sup> quarter usage remains high, the Board is looking into arranging plumbing inspections for each unit to locate possible dripping faucets and running toilets. Running toilets use 100s of gallons of water a month. Watering the lawns during the dry summer months may be another cause for the increase in our water bills. May get quote from a plumber so residents may install new water saving shower-heads and toilets at a reduced price.
- Plumbing – There were two underground sewer line breaks and the clean-up from the flood caused by Arlington County. The County has been dragging their feet with our request for reimbursement, so we sent information to the office of Jay Fissette, County Board member, and are awaiting a response.
- Roof & Gutter Maintenance – Storm debris removal, extra cleanings.
- Non-Insurable Losses – June/July storm damage clean-up and restoration. After weighing several options to repay our Reserve Funds for the flood water expenditures, a decision was made by the Board to approve a Special Assessment.

**VI. Special Assessment**

The torrential rains that fell in late June and early July caused water damage to the basement units. In July, it was evident that the cost of repairs would be a large amount and would need to come out of the Reserve Funds, which must be paid back within a year. Options were discussed by the Board, such as postponing planned improvements; increasing the monthly fee by a very large amount; or

borrowing the money. It was a difficult decision, but the Board decided that a one-time assessment would be the best option.

## **VII. Administrative**

1. 2007 Budget: Approved by the Board, it includes a 9.82% increase, maintenance and utility costs are the primary reasons for the increase in monthly fees.
2. Updated reserve study: Reviewed and approved by the Board.
3. New Master Insurance Policy: Policy with CAU did not offer flood coverage and after the recent events, we have a new Master Policy with Clarke & Sampson, Inc. in Alexandria. The new policy includes flood insurance for approximately the same cost we were paying to CAU.
4. Full time porter: The Board approved to contract with ProCAM for a fulltime custodial and light maintenance employee. Luis began on 11/13 and his hours are Monday-Friday, 6:30 a.m. to 2:30 p.m. All maintenance requests must still go through Jeff, preferably through the maintenance e-Form located on our Community Website.
5. Jeff discussed his duties and responsibilities as a Property Manager to Cambridge Courts and explained how he divides his time among the properties that he manages.
6. Projects for 2007 include:
  - (1) Update hallways with new painted walls, new light fixtures, and window treatments on the hallway windows. This project was delayed in 2006 due to cost of flood damage.
  - (2) Seal coat parking lot, concrete work and repairs to sidewalks.
  - (3) Landscaping improvements
  - (4) Possible replacement of some of the hallway windows
  - (5) 2008 projects to include roofing for several buildings, so we will need to be prepared to cover

those costs.

### **VIII. Communications -**

Implemented the following to improve communications between ProCAM and residents:

1. Community Website is up and running. The address is <http://cambridgecourtscondo.com>. Take a look and familiarize yourself with the information available. To submit a non-emergency maintenance request, please fill out an **e-Form** and submit.

### **IX. Reminders**

1. Although voluntary, we would like to get copies of keys for all units in case we need to enter in an emergency situation.
2. Make sure ProCAM has updated contact information.
3. We do not have heavy trash pick up – signs will be posted soon on dumpsters regarding this issue.
4. The rules regarding in-unit construction and non-emergency repair and maintenance have changed and are limited to the hours of Monday-Saturday from 8:00 a.m. to 6:00 p.m.
5. All dogs must be on a leash.

### **X. Owner's Forum**

1. 2713: suspected mold on outside brick. Jeff will have Blade Runners take a look.
2. 2507: water in the basement.

### **XI. Awards**

In recognition of the work performed by the previous Board Members and the Decorating Committee, star-shaped paper-weights were distributed.

### **XII. Meeting adjourned at 9:00 p.m.**