

Cambridge Courts Condominium Board of Directors Meeting

January 27 2010

I. Call to Order

6:30 pm: Meeting was called to order

II. Quorum Count

Present: Frances McCoy, President; Tracy Van Duston, Vice President; Chuck Phillips, Treasurer; Wayne McCreedy, Managing Agent. Ingrid Herbert, Secretary

III. Owners Forum

Present: Marlene Drohan, Jon Fisher, and his representative from Long Window Installers

IV. Minutes from the Previous Meeting

Motion was made by **Tracy Van Duston**, seconded by **Chuck Phillips** and PASSED unanimously to approve the minutes of the December 16 2009 meeting

V. Reports from Officers

None

VI. Reports from Committees

Contracts: Landscape – Chuck reported as follows:

- Whilst mowing on Friday November 20 Denchfield (Contractor) left numerous large gouges in the turf (2 photographs shown) especially in the 2500 Courtyard
- This was probably caused by the driver going too fast on the curves in wet conditions
- Chuck spoke to the Denchfield employees and could locate no-one who spoke English
- Item 9 of the Denchfield contract specifies that operatives will be trained, and additionally that an English-speaking supervisor will be present
- On contacting Mr. Kurt Denchfield, his response was nonchalant

Contracts: Irrigation / Arborist – Chuck reported that there are several variables to reconcile before a final decision can be made:

- The irrigation system could be based on one of two methods: a Weather Station system or a Satellite linked system
- The trees on the property impact the contract:
 1. The two big oak trees at the Fillmore Street entrance to the property are currently close to overhead wires: the decision is whether they should they be removed and replaced or left in situ and trimmed back
 2. How these and other trees on the property are to be watered (triangulation and / or other method)
 3. In places soil is lightly distributed and in others there are underground streams so it is difficult to have a good understanding of a tree's immediate environment

Contracts: Landscape, Irrigation and Arborist –

Board discussion and decision:

- **Landscape:** Bearing Chuck's report in mind and the fact that the installation of an irrigation system will impact Denchfield's current contract, **Tracy Van Duston** proposed (seconded by **Chuck Phillips**) and PASSED unanimously that Denchfield be invited to attend the February 24 2010 Board Meeting; The Managing Agent will contact Denchfield
- **Irrigation:**
 1. It was decided that there would be no decision on the giving out of a contract until the February Board Meeting when the Board and Homeowners would have more information
 2. The Board requested that the prospective contractor should be asked by the Managing Agent to be present at the February 24 Board Meeting
 3. The Board requested that the Managing Agent prepare a Contract for implementation with the successful Contractor immediately after the February Board Meeting, so as not to lose time if there was a decision to proceed with giving out a Contract at the February Board Meeting
- **Arborist:**
 1. The Managing Agent was asked to make the decision on the two vulnerable oak trees and adjacent fence at Fillmore Street an Agenda item for the February Board Meeting so that the homeowners and the Board have all relevant information on which to base an opinion
 2. **Tracy Van Duston** proposed (seconded by **Mike Herbert**) that another arborist be approached by Chuck to provide a general assessment (required before February Board Meeting) including information on:
 - The most effective method (triangulation or other) for watering trees
 - The preservation and / or replacement of vulnerable trees

Contracts: FiOS - Board discussion and decision:

Weather (snow and very cold) has delayed installation but it is expected to progress through mid February.

VII. Old Business

Chimney and Dryer Cleaning:

It was proposed by **Chuck Phillips**, seconded by **Tracy Van Duston** and PASSED unanimously that April 30 would be the deadline for Homeowners to have the cleaning work carried out (proof of cleaning to be provided to the Managing Agents, who would inform the Homeowners in writing).

VIII. New Business

- **Grounds Maintenance:** See previous notes
- **Trash Services:** **Tracy Van Duston** proposed that the Contract be renewed and **Chuck Phillips** seconded, PASSED unanimously
- **Janitorial Services:** **Ingrid Herbert** proposed, **Tracy Van Duston** seconded and it was PASSED unanimously that the contract be renewed for a year on a fixed term basis and the Board and Managing Agents pay attention to whether or not the company is adhering to the agreed schedule (e.g., for mopping and removal of cigarette ends).

- **Gutter Cleaning:** Proposed by **Chuck Phillips**, seconded by **Tracy Van Duston** and PASSED unanimously that the contract be renewed
- **2008 Audit:** **Tracy Van Duston** proposed that and **Mike Herbert** seconded the motion that the Audit be accepted with just a few outstanding points to be followed up on; PASSED unanimously
- **Payments:** \$90.46 to be repaid to Frances McCoy for out of pocket expenses (**Tracy Van Duston** proposed and **Mike Herbert** seconded, PASSED unanimously)
- **Resignation from the Board:** Mike Herbert gave written notice of his resignation as unexpectedly he has been given a six month deployment in Afghanistan starting at the end of February 2010.

IX. Adjournment

8.40 pm: A motion to adjourn was made by **Mike Herbert** and seconded by **Tracy Van Duston**, PASSED unanimously