

**Cambridge Courts Condominium Board of Directors Meeting
January 24, 2007**

I. Call to Order

The meeting was called to order at 6:35 p.m.

II. Quorum Count

Board Members present: Rosemary Gorski, President, Lorraine Bailey, Vice President, Cara Carter, Treasurer and Jeff Bridges, Property Manager. Board Members absent: DeAnna Renko, Member-at-Large and Jon Fisher, Secretary.

III. Owners Forum

1. Lorraine Bailey 2703, # 102: Noise complaint from unit below. Rosemary Gorski informed workers that no loud renovation work is allowed on Sundays. They were given a copy of the policy for reference. Discussed sending letter to owner regarding disposing of debris in dumpster as well as noise disturbances on Sundays.
2. Lorraine Bailey made a comment that her bath tub is not draining and she also brought examples of debris that is clogging her drain. Jeff will send Triple State out and make sure the renovation occurring in the unit below has not damaged the pipes.
3. Jeff Bridges regarding 2809, unit #202: Owner is hearing water running, but plumbers have been out and could not locate any wet pipes or leaks. Jeff Bridges asked if Cara Carter has heard the noise and she stated she has not. Jeff to call Triple State and have them check once more.

IV. Minutes from the Previous Meeting

Copies of October meeting minutes not available and will be approved at the February meeting.

V. Financial

The association is showing a net loss of \$17,863 for the month and net income of \$8,053 for the year. The positive variance for the year-end is due entirely to the special assessment levied in September. If the Board had not passed the special assessment, the association would be showing a net loss of \$52,914.

1. Cara Carter ask if it was possible to get an Excel version of financial report so she may perform analysis of expense patterns, Jeff will check if this is possible.
2. The Board reviewed and discussed list of delinquent accounts. Jeff will recommend that the Board write off amounts under \$10 and reminders will

be sent to residents that owe for the Special Assessment as well as any outstanding condo fees.

VI. Updates and Business Items

- A. **RCLA INSPECTION REPORT:** RCLA inspected two units in response to complaints from the owners of leaks; the roofs at both buildings were found to be in good condition with no apparent leaks. Leak in 2609-201 may be coming from the A/C unit; leak in 2703-202 is due to deteriorating mortar at the chimney. Management requested an estimate from Titan Restoration to complete this work.
1. Cara Carter asked about the process of selecting what roofs will be replaced in 2008. Jeff Bridges said an engineer will be hired and will make recommendations. This process will be started in the Summer of 2008.
- B. **ONSITE PORTER:** Discussed various duties/projects that the onsite Porter has completed. Although concerns have been brought up by a couple of residents, the Board is pleased with the amount of work as well as the quality of work that Luis is performing.
1. More ice melt will be ordered and Lorraine mentioned buying containers and scopes for each hallway. She will seek out appropriate containers.
- C. **BYLAW AMENDMENTS:** Issued to all owners of record along with cover letter.
- D. **UPDATED RESERVE STUDY:** Approved by the Board at the October meeting. According to the reserve analyst's updated calculations, the condominium will need to increase its annual reserve contribution from \$67,600 to \$79,320. The Board agreed to incorporate this increase into the 2008 operating budget.
- E. **PLUMBING REPAIR – 2803:** Triple State Plumbing completed repairs to 2803 at an estimated cost of \$2,000.
- F. **ROOF/GUTTER/DOWNSPOUT REPAIRS:** Completed in January by Cole Roofing. Repairs include re-routing the front downspout at 2811 and repairs to the breezeway at 2409.
- G. **CEILING REPAIR – 2801, #101:** According to information received from the contractor, the ceiling began to fall as a result of poor installation and age. Information about this issue is noted in the resale package.
- H. **2007 RESERVE PROJECTS:** Management recommends the following reserve projects for 2007 based on information contained in the updated reserve study and past discussions with the Board:
- I. **Concrete Replacement -** The study estimates that approximately 30% of the concrete flatwork needs to be replaced. Management is currently soliciting proposals.

1. Example of work to be performed: replace/repair sidewalk near 2503, #101B, concrete curbing behind 2600 and 2700 buildings, some steps will also be replaced.
- J. **Common Area Drainage** - This work will be limited to those buildings experiencing water intrusion into the basements. No estimate on cost at this time. Jeff Bridges will inspect the property for areas that need to be addressed.
- K. **Seal coating** - Recommended for the asphalt parking areas. This work will also include re-stripping the parking spaces and painting fire lanes. Management is currently soliciting proposals.
- L. **Hallway Painting** – This issue was discussed at length in 2006. The committee chair has offered his assistance to the Board in order to complete this project. Comment was made we need to meet with him and possibly review color samples. The Board must still approve the following items:
 1. Paint colors
 2. Window treatment (if any)
 3. Lighting selection
- M. **Hallway Window Replacement:** Per our previous discussions, replacing all hallway windows may not be necessary. Management will prepare an inventory of those windows in need of replacement.
- N. **Wood Benches:** Management has recommended that a bench be installed in each courtyard. Jeff Bridges will show Board Members catalogs to choose bench style/color.

VII. Miscellaneous

- A. No information on water bill, it was agreed to plan in-unit inspections if bill is as high as previous quarter.
 1. No information from Arlington County regarding water damage to basement several months ago. Damage cost is estimated at \$5,000.
- B. Lorraine Bailey asked about how rental fee is collected. Jeff Bridges said that the owner or renter will normally contact ProCAM and fee is requested at that time.
- C. Compile list of names of contractors, electricians, etc., for website. Would be a great benefit for residents, also place to remind owners of the policies regarding renovation/demolition times and also that debris must be removed from the property. Rosemary Gorski will work on this.

VIII. Adjournment

The meeting was adjourned at 8:00 p.m.