

**Cambridge Courts Condominium Board of Directors Meeting  
July 26, 2006**

**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, Brenna Copeland, Treasurer, Cara Carter, Member-at-Large, and DeAnna Renko, Secretary, and Jeff Bridges, Property Manager.

**III. Owners Forum**

Marlene Drohan, 2813 - #101: The problems lately with the trash pick up. Jeff has spoken with the manager and thinks that the situation has been straightened out. Marlene also wanted to know the status of the lilac bush to be planted in the 2400 courtyard in the name of a resident in 2405 who died. The sister of the resident said she would pay for the bush. Jeff said it would be planted in early fall.

Rhesa Subong, 2709 - #101: Wanted to know the status of her parquet floor replacement in the hallway of her unit due to the overflow of her condensate pan. Because the main drain line had clogged, the condensate pans from the two units above her overflowed into her condensate pan.

The flooring (\$9 sq. ft.) is a custom order requiring a minimum order of 150 sq. ft., which is more than enough needed for the replacement. Material and labor will be \$1,500. A check will be issued to Rhesa to cover the labor, but CC will own and store the remaining flooring for future use or sale.

**Motion was made to purchase the replacement flooring for the hallway of unit 2709, 101. Passed.**

John Fisher, 2811 - #101B: Status of the remaining check to him for water damage. *See* Storm Damage Clean up.

Melissa Leupp, 2513 - #202: In attendance to observe.

**IV. Minutes from the Previous Meeting**

**Motion was made and seconded to approve the minutes of the July 6 meeting. Passed.**

**V. Budget**

The association is showing a net loss of \$430 for the month of June and net income of \$11,234 for the year to date. The operating account is showing a positive cash balance of

\$8,376. Water & Sewer expenses continue to exceed budget, despite a significant adjustment to this line item for the 2006 budget. We continue to pursue Arlington County for reimbursement of the clean-up expenses to the leak caused by Arlington County. Gas expenses also continue to exceed budget for the year-to-date, which we believe is the result of higher than anticipated increases in gas prices. Plumbing Maintenance exceeds budget due to major repairs to two underground sewer mains and to the repairs and clean-up from the county water main problem in building 2511.

## VI. Business Items

1. CCC website: Rosemary Gorski, president, has not signed the contract with AtHomeNet at this time but requested Jeff to send to her all the items that will be put on the site.
2. Decorating Committee: John Kisko, chair, submitted the Committee's final report to the Board via email on July 26. The financial issues associated with the storm damage problems to the basement units have necessitated the Board putting a hold on the redecorating of the hallways. Since 2613 has been dealing with several two-toned walls while the Board made a decision on the color scheme for the hallways, a **Motion was made to approve painting the hallway of 2613 with the darker color choice and white trim.**
3. Storm damage clean-up: The Board questioned the difference between the Insurance Adjustor's estimates and the estimates prepared by Belfor. Jeff said that the difference between the estimates was the flooring. Belfor made no allowance for parquet flooring. Brenna Copeland, treasurer, questioned the discrepancy between the two estimates for 2811-102B. It was approved by consensus to investigate the discrepancy. **Motion was made to reimburse the owners of 2401-102B, \$1,010.85; 2503-101B, \$7,035.39; and 2811-101B, \$14,926.77 net of what already has been paid. Passed. Lorraine Bailey, vice president, opposed.**
4. Water drainage at 2811: **Motion was made to go forward with Triple State Plumbing's proposal to cut up the existing grate and install a 30-inch in-trench grate at a cost of \$750.00. Passed.**
5. Mold testing: Heart National Corp., a certified mold abatement contractor, will test all of the affected units and hallways at a cost of \$2,300. The total will not include treating the affected areas. There was much discussion regarding this cost. **Motion was made to have Heart do the testing in 2811. Passed. Lorraine Bailey, vice president, opposed.** It was decided to table the remaining units until the Board has the testing results of 2811.
6. Owner assessment: Due to the additional high expenses of the storm clean-up and the extraordinary increases in utilities and maintenance, an

assessment may be necessary to cover these costs that are over budget. Possible scenarios were discussed by the Board. No decision at this time.

7. **Handbook: Motion was made to proceed with printing 300 copies of the handbook, size 8 ½ x 11, with canary yellow cover. Passed.**
8. **DEC Commercial Cleaning contract renewal**: The Board reviewed the job specifications for the DEC custodial services and made several suggested changes:
  - a. Add exterior trash pick-up to the specifications;
  - b. Specify the days and hours when the custodian is on duty;
  - c. Specify the months when the quarterly services are performed; and
  - d. Specify the months when the twice a year services are performed.

**Motion was made to accept the DEC contract renewal pending correction to the insurance date on page 1 and the suggested changes by the Board. Passed.**

Jeff introduced for discussion the hiring of a full time custodian, Monday through Friday, 8 hrs each day. DEC would be eliminated and the full time custodian would be an employee of ProCam. In addition to the regular custodial duties, he would be responsible for light common area maintenance. The salary would be \$32,000, which would include insurance and his uniform. Brenna suggested getting bids from Cavalier to compare.

9. **Exterior painting**: The Board reviewed Dolan's itemized list of additional carpentry and painting needed to be done that was not included in the original contract. The list was compiled by Dolan and Management during a recent walkthrough of the property to inspect the progress of the exterior painting. **Motion was made to approve Dolan's estimate of \$10,990 to complete the carpentry repairs and painting. Passed.** Jeff suggested that the payment for the repairs and painting come out of Reserves.
10. **Bylaws**: Jeff suggested scheduling a meeting with our attorney to clarify items of the bylaws that the Board questions. The Board can still go ahead and approve the bylaws.
11. **Dehumidified purchase**: To help eliminate the high humidity in the office, a **Motion was made that CC purchase a dehumidifier. Passed.**

## VII. Adjournment

The meeting was adjourned at 9:15 p.m.