

**Cambridge Courts Condominium Board of Directors Meeting**  
**2/27/08**

**I. Call to Order**

Meeting was called to order at 6:31

**II. Quorum Count**

Board Members present: Rosemary Gorski, President; Lorraine Bailey (2703, #102), Vice President; Cara Carter, Treasurer; Jon Fisher (2811 #101B), Secretary; Anna Santos de Dios, Treasurer; and Jeff Bridges, Property Manager.

**III. Owners Forum**

James Brett, 2509, #301: (1) They requested a credit for the water-efficient toilet, submitted it at the last meeting but have not yet received it. RESPONSE: should be issued by Monday. (2) Why doesn't Luis keep track of lights going out? RESPONSE: Since they're on photocells they may not be on when he's here.

Anna Santos de Dios, 2403, #202 (1) 2401 door into hallway of storage area does not close and lock properly. Lorraine noted the same problem in 2705.

Jon Fisher, 2811 #101B (1) Laundry room issues: as reported two months ago, the lock to one storage area is broken, one washer is leaking, and dryer in the other laundry room has no lint filter and could be a fire risk. RESPONSE: Lock should be fixed, or will be by the end of the week. The washing machine and dryer are free to us, but the company keeps the money from them. The company will take a look at them and possibly upgrade to a larger washer/dryer. (2) There's still a mouse still in my ceiling, what is plan to seal under concrete stoop? RESPONSE: Jeff will have BladeRunners or the exterminator take care of it, unless Luis feels that he can take care of. They will the gaps under the stoops with "pea gravel" which will be packed in so that it can't be dug through.

Rosemary Gorski, 2807, #202 (1) We need another recycling bin at 2800. (2) The agendas for tonight's meetings were taken down. Could we put the date at the bottom of flyers when they should be taken down? RESPONSE: Yes. (3) Would purchasing a cart for him to push around to put the broom and mop and tools, etc. help him get around from building to building more easily? RESPONSE: We already bought him a wheeled trashcan to carry things around, and he has a hand truck and toter as well. (4) Marlene asked last month about polishing brass around the complex (door handles, etc.). RESPONSE: Jeff wants Luis to finish the painting first; he's finished the lower half of 3 courtyards; he'll do the stone under the stoop next, then trim and chair rails, and then polish the brass when it gets warmer.

Lorraine Bailey, 2703, #102 (1) There is an increasing number of large items in her storage areas. Can we rent a dumpster to encourage people to clean out these items? It

would cost ~\$500 for the dumpster, plus money to hire people to move the items. We should set a date (e.g. May 1) and let people know that we will be clearing everything out well in advance to there are no surprises. We could also include an announcement about interior hallways and that personal property should not be stored in the common area. This is a potential fire hazard and ALSO makes it difficult for Luis to clean.

#### **IV. Minutes from the Previous Meeting**

**Motion was made (Jon) and seconded (Anna) to approve the minutes of the 1/23/08 meeting. Passed.**

#### **V. Reports from Officers**

Anna (Treasurer) was able to go over financial reports with Rosemary to get a better sense of what to look for and keep an eye on.

#### **VI. Report from Committees**

Landscape: I will meet with John Snitzer to discuss our landscape plans tomorrow (Thursday) afternoon. I'll report back to the board when I have something to share. Also, I've noticed a small broad-leaved plant mixed in with the lawn; it's doing quite well but I don't know what it is. I'll ask John about it and get his opinion, but it's staying green well so I'm happy with it.

#### **VII. Management Report**

**Financial:** Anna had several questions: 1) What was the \$4.50 accounting/audit fee? **RESPONSE:** It was a bank fee from December, not sure what it was for but Jeff will look into it. 2) Office Supplies was \$983.75, which seems high relative to an annual budget of \$1400. **RESPONSE:** This included paying 2 quarters ahead for the web site (to avoid being cut off), and payment coupons for condo fees. We should encourage electronic transfers to save money on this. 3) There was a \$50 difference between what was on the report and the check report listed. **RESPONSE:** Apparently we underpaid them by \$50 by mistake the first time, and had to cut a second check for the extra \$50.

**Basement Water Leaks:** In several basements the boiler room is taking in water, likely from gutters overflowing. We will need to keep an eye on this. Another possibility for water infiltration is that the drains are getting backed up (possibly because the mesh screens are failing or not being cleaned out), and we should consider replacing them with bubble/dome covers that don't get backed up as easily.

**FiOS:** Jeff sent the revised document from Verizon to Kim for her review. He will follow up with her. We also need to make sure that the contract states that Verizon will install crown molding (it currently is ambiguous and says they may or may not install it).

**Boiler Report:** Looking at the boiler report last month, it says that the pipe has been temporarily repaired. Do we need to see about a more permanent repair? **RESPONSE:** They replaced the section that went bad; that part is fine, but at some point we will need to replace the whole pipe.

**Audit Company:** John Kisko was going to contact the audit companies and check their references, but since he's not here we couldn't get his report. Jeff likes both of them, and has recently been working quite a bit with Daly, Hamad, and Associates. Mohn and Allen does ProCAM's books, and is great about follow-up and asking questions. Since the fees are equivalent, we will go with Daly & Hamad to avoid any potential perceived conflict of interest with Mohn and Allen auditing ProCAM already. **Motion was made (Lorraine) and seconded (Anna) to accept Daly, Hamad, and Associates as the firm to complete our annual audits. PASSED.**

**Window Replacement:** Modern Remodeling (one of our approved vendors for windows) is requesting permission to mail flyers to all of our community members to advertise their services. Jon strongly objected to the idea that we facilitate unsolicited mail or encourage advertising in any way at Cambridge Courts (including this one). Jeff appreciates them asking ProCAM to mail them rather than doing it themselves. Anna noted that it's easy to find info on where to get windows and this shouldn't be necessary, but wants to work with them to keep them happy with us as a community and hopefully give us good deals. Lorraine raised concerns about sharing owners' addresses and names. **Motion was made (Anna) and seconded (Lorraine) that we allow them to do the mailing. PASSED with one objection (Jon).**

**Toilet Credits:** Two requests for reimbursements for toilet fees have been submitted. **A motion was made (Lorraine) and seconded (Anna) to reimburse both owners (Tita Ponce and Jon Fisher) for the toilets they've replaced. PASSED.** Lorraine has a credit card receipt but not a specific receipt for the toilet, but offered to let us inspect her toilet and submit a credit card receipt. The board determined we want an invoice if possible so she will ask her plumber for another one.

**Stoop at 2401:** This needs to be replaced, bids so far to replace them have been quite high so Jeff is continuing to solicit bids for this as well as the window-well drain in front of 2811 #101B and the window-well drain at 2503. There are some other stoops in pretty bad shape, but these are the highest priority for now and will likely take up our annual budget for this kind of work.

## **VIII. Adjournment**

The meeting was adjourned at 8:12pm.