

**Cambridge Courts Condominium Board of Directors Meeting**  
**2/25/09**

**I. Call to Order**

Meeting was called to order at 6:35pm

**II. Quorum Count**

Board Members present: Rosemary Gorski, President (2807, #202); Frances McCoy, Vice President (2501, #101); Jon Fisher (2811 #101B), Secretary; and Wayne McCreedy, Property Manager. Late arrivals: Anna Santos de Dios, Treasurer (2403 #202) @ 6:40pm; Tracy Van Duston, Member-at-Large (2501, #201) 7:08pm

**III. Owners Forum**

(via email): Gary Young requested that we extend the \$75 rebate for installing low-flow toilets. **RESPONSE: Motion was made (Frances) and seconded (Jon) to approve reimbursing Gary Young's request for a \$75 rebate for his recently-installed low-flow toilet. PASSED (Jon, Frances, Rosemary approved unanimously). Motion was made (Frances) and seconded (Jon) to extend the \$75 rebate for any owner who installs a low-flow toilet through the end of calendar year 2009. PASSED (Jon, Frances, Rosemary approved unanimously).**

Anna Santos de Dios, 2403 #202: Her toilet tank cover was broken due to the roofers shaking things down as they worked. She requested reimbursement of half of the replacement cost of \$180. There was no evidence that the roofing contractor was negligent, however, the damage was clearly caused as a result of their work. **RESPONSE: Motion was made (Jon) and seconded (Frances) to reimburse Anna Santos de Dios for \$92.50 for replacement of her damaged toilet tank caused by roofing contractors, upon receipt of a bill for the replacement. PASSED (Jon, Frances, Rosemary approved unanimously, Anna abstained).**

Frances McCoy, 2501, #101: She saw Denchfield Landscaping working today, and thinks that they are already doing great work. They even are cleaning up the sand from our snow removal earlier. She also was pleased to see the new railings going in.

**IV. Minutes from the Previous Meeting**

Motion was made (Anna) and seconded (Jon) to approve the minutes of the 1/28/09 meeting. **PASSED (Jon, Frances, Rosemary, Anna approved unanimously).**

## V. Reports from Officers

No report.

## VI. Report from Committees

**Landscaping:** Jon, Frances, Tracy, and Christine met with Kurt Denchfield (president of our new landscaping company) and Reneé (a landscape architect who works for him). We spent about 2 hours walking the property and explaining our issues and concerns. They seemed to have a lot of good ideas for addressing issues throughout the property, and ways that different maintenance of existing shrubs could make a big difference in how they look. They are going to provide a bid for developing a site-wide plan for the landscaping that addresses these various concerns. They will also break up the plan into several discrete projects that the board could approve as our budget allows. Everyone who participated in the walkthrough was very pleased and impressed with Kurt and Reneé.

## VII. Management Report

**Financial Report:** Costs that should have been paid in 2008, but were delayed, were listed in a suspended account to give a more accurate picture of where we are for the year. We were charged \$1,049 by Triple State listed as “water line leak repairs and dishwasher replacement”. Wayne indicated that this is likely a misstatement and will get the actual invoice so we can figure out what we were charged for. The general ledger separates out the time when an expense is accrued, and when it is actually paid. We discussed the fact that our budget for snow removal was low, although since we have only had one snow event this year we still have \$210 left. We could address this either by raising our snow budget or contingency budget for next year.

**Call Center Log:** We had 94 calls for the month, mostly dealing with new account information, almost all of which are closed.

## VIII. Old Business

1. Paramount Service Corporation Invoice: We have our bill for the hot water storage tank; the cost we were billed was higher than the original contract because Jeff sent them an email approving a price increase. **Motion was made (Tracy) and seconded (Frances) to pay Paramount the full cost of \$8,878.00 for replacing the 3 hot water storage tanks. PASSED (unanimously by all board members).**
2. Masterson Roofing Work: Anna noted that we were billed an extra \$2,370.25 for the insulation, which was supposed to be included in the contract. However, since we have a signed contract that does not specify that insulation will be included, the board feels that we need to pay it. In the future we will have to make certain that insulation is accounted for in the contract. **Motion was made (Anna) and seconded (Jon) that we approve payment of the remaining balance (\$7,108.25) owed to Masterson for the roofing project for 2401 and 2403, following review of the original contract for any language specifying how the cost of insulation should have been handled. PASSED (unanimously by all board members).** Wayne will get some bids for the next phase of

the roofing project; although we had no roofs scheduled for replacement this year there are several contractors very eager for work. As a result, we may be able to get better pricing this year than next.

3. Pest Control: We owe Action Environmental for 8 months at \$240 per month. The board is interested in terminating their contract immediately. Wayne will attempt to offer a reduced fee. Ideally the board would like to pay no more than half of what we owe them (\$960). The upper limit we would accept is \$1,440 (all but 2 months). We have a new contract from Sherlock Termite and Pest Control for \$150/month. The board is interesting in continuing to cover the cost of in-unit treatment for roaches and ants as needed (the contract specified \$35 on the date they fill the bait stations, or \$75 on other dates). Anna and Tracy indicated that they wanted to give renters the ability to get service anytime. The board decided to have residents contact Sherlock directly for pest control. The board requested clarification on two issues: 1. The cost of unit visits is listed as “Forty-five dollars (\$35)”, we need to confirm that it’s \$35. 2. The contract should specify that they will fill out the paper report in each bait station each time they are filled, so we have a record of when they provided service. **Motion was made (Jon) and seconded (Anna) that we approve the contract for pest control with Sherlock’s Termite and Pest Control for \$150/month, plus additional costs for site-visits, assuming that we confirm the \$35 cost and include the reporting clause. PASSED (unanimously by all board members).**
4. Kynoch Environmental Management Contract: **Motion was made (Jon) and seconded (Tracy) to accept proposal 21398-revised dated 2/20/09 from Kynoch Environmental Management for the cost of \$2,224. PASSED (unanimously by all board members).**
5. Handbook Update: Rosemary and Wayne have proposed revisions to the community handbook, Anna will take the next pass at it. We need to include a statement that unit owners absent from their units for an extended period of time (to be defined) must arrange for someone to check on it to ensure there are no problems. We also need to include the new list of window vendors (who have approved style/color of their windows, not “endorsed” service/quality/products overall), and to review/replace the existing list of suggested vendors (or instead provide a link to an online list of vendors).
6. Dog Feces Issue: We have not received a response from the original owner who received the letter, Wayne will follow up. We will also send letters to the two other owners who have been identified as having recurrent problems with this issue (2713 #201 and 2703 #102). Finally, a notice will be drafted (by Wayne, to be sent to the board for revision) and posted in all hallways (and on the Cambridge Courts web site, the yahoo listserv, and ArmstrongConnect) to warn residents and owners that we are ready to start levying fines against offenders, and that anyone who observes a problem should report it to Armstrong.

## IX. New Business

1. Gutter Cleaning Proposal: In the past we’ve had this done twice a year, this contract would be a more formal continuation of the work that has been done. The price and other details are the same as past years, and Wayne indicated that the price was quite good. **Motion was made (Anna) and seconded (Tracy) to accept the proposal with Cole Roofing for a cost of \$1,095 per service visit, to be done twice per year. PASSED (unanimously by all board members).**

2. Replacement Reserve Study Proposal: After discussing several potential minor concerns, the board decided to accept the proposal as written. The price is lower than usual since they did an earlier study for us, so they already have measurements and data for the buildings. **Motion was made (Jon) and seconded (Frances) to accept the 2/6/09 proposal with Miller-Dodson Associates, Inc. for a cost of \$2,600 to update our reserve study. PASSED (unanimously by all board members).** NOTE: We would like them to include an assessment of the ACE Duraflow solution to address our plumbing deterioration.
3. Denchfield Erosion Control Proposal: We received a proposal from Denchfield to address the erosion behind the 2411 building. The cost was \$1,848 for both addressing the actually HVAC unit's problems (adding wood border, stabilizing with gravel), as well as addressing the overall source of erosion by putting in a new rock swale. Once it is completed we can add additional groundcover plantings as needed. **Motion was made (Jon) and seconded (Anna) to accept the proposal with Denchfield Landscaping for a cost of \$1,848 to address the erosion problems behind 2411, and to stabilize the HVAC units currently being undercut there. PASSED (unanimously by all board members).**
4. East Coast Fire Protection: We need to have our sprinkler system and alarm bell tested (it appears they have never been inspected); this is a contract to get an annual inspection to make sure we're up to code.
5. Hallway Paint Touch-up: Given how frequently we have had problems with paint being damaged (partly due to frequent turnover of renters), we feel it will not be possible to continually do touch-up to keep the halls constantly looking good (the new round of recommended touch-up totaled ~\$4,500). The board decided to focus on repairing damaged ceilings, holes in walls, or peeling paint, but not scuffs or dings in the wall. Motion was made (Anna) to allocate up to \$1,000 (to be spent at Wayne's discretion) for on JP Janitorial to address the worst areas.
6. Dryer Vents Cleaning: Several vent covers are currently filled with lint and/or have birds nesting in them. Wayne recommended that JP Janitorial could remove the screen from outside, clean the vents, and replace the screens, in addition to installing new screens where they're missing. **Motion was made (Jon) and seconded (Tracy) to proceed with JP Janitorial cleaning out dryer vents from outside and installing new screens where necessary, for a cost of \$675. PASSED (unanimously by all board members).**
7. ACE DuraFlow Repiping Discussion: Our copper pipes are deteriorating across the property, leading to pinhole leaks, which require ceiling removal and repair or each leak we fix. ACE has a product which essentially would deposit a new epoxy layer on the inside of the pipes, which would prevent these leaks. However, it is quite expensive and would need to be done in phases. We would like Miller-Dodson to evaluate this as a possible solution to consider in our replacement reserve study.
8. Delinquent Payments: **Motion was made (Jon) and seconded (Anna) to write off as bad debt a balance of \$119 from a prior owner (from 2006) for 2601 #202. PASSED (unanimously by all board members).**

## X. Adjournment

The meeting was adjourned at 9:08pm