

Cambridge Courts Condominium Board of Directors Meeting
4/22/09

I. Call to Order

Meeting was called to order at 6:37pm

II. Quorum Count

Board Members present: Frances McCoy, Vice President (2501, #101); Jon Fisher (2811 #101B), Secretary; Tracy Van Duston, Member-at-Large (2501, #201), and Wayne McCreedy, Property Manager. Chuck Phillips (2613, #201) was also in attendance and elected as a member of the board.

III. Owners Forum

Jon Fisher, 2811 #101B: (1) Are we a member of the Community Associations Institute? If not, should we join? <http://www.caionline.org/Pages/Default.aspx>. **RESPONSE:** As far as we know we are not a member, although Armstrong is a member. Wayne mentioned that most of the material offered is fairly basic, and most board members feel that we have enough to deal with already without adding additional reading material and seminars to review. He will bring us some of the monthly magazines to let us review them.

Chuck Phillips, 2613 #201: (1) There is a 2¼ inch cold water line under 2605 which is leaking a small amount of water and has substantial mineral build-up. The area is ~10” below the ceiling and is opposite storage compartment #87. The problem is where copper pipe connects to iron pipe. This isn’t urgent, but should be eventually addressed. **RESPONSE:** We can have triple state investigate this, and check against our existing list of plumbing work to do. We recently had someone evaluate all of the pipes in the crawlspaces and storage areas.

(2) Arlington is offering free trees (along with free plantings), either bur oak or hazelnut. Are we interested? **RESPONSE:** We need to meet with our arborist this spring to figure out if we can find a good place for these trees. We can also check with our landscape architect about this.

Ken Keyak, 2611 #202: (1) Are we replacing the lighting in the hallways? The decorating committee recommended this, but most of the buildings have not have them installed. **RESPONSE:** We need to check on the status of this. (2) Is the board collecting move-in fees? **RESPONSE:** Yes, but it is difficult to find out every time someone is moving in, especially for rentals. We rely on neighbors to inform us when someone new moves in. We are also considering a) an annual fee for owners who rent out their units unless they can provide proof that they have not changed tenants, and b) a cap on the % of units which are rented out.

IV. Minutes from the Previous Meeting

Minutes were not available from the last month's meeting (3/25/09), so they will be approved at the next month's meeting (or online if it's unanimous).

V. Appointment of new Board Member

Motion was made (Tracy) and seconded (Jon) to appoint Chuck Phillips (2613 #201) as a new member of the board of directors. PASSED unanimously.

VI. Report from Committees

The landscaping committee needs to schedule a meeting with the arborist, preferably with our landscape architect at the same time.

VII. Management Report

Financial Report: (1) A \$100,000 CD matured on 4/2/09, and needs to be reinvested. **Motion was made (Jon) and seconded (Tracy) to break this money up and invest \$25,000 each into four 5 year penalty-free Millennium CDs. PASSED unanimously.** Wayne will send the board options for the other CD which will mature on 5/13 to avoid us going over \$100,000 per bank (which is the maximum amount insured).

(2) Most of the residents who sent their fees to ProCAM and haven't had the funds transferred to Armstrong have had their situation resolved.

Laundry: There is little use of the laundry facilities that we have (they have only made \$369 over the last year). The board concurred that we do not want to continue to have unsafe units (e.g. the dryer without a screen which could pose a fire hazard, or a washer which is leaking badly). Wayne will investigate consolidating our two washers and two dryers to a single unit of each and see if that is acceptable to our current laundry machine provider.

Fire Alarm Inspection: On Tuesday, May 5, the inspection will be carried out, and alarms may start going off as of 10am. Residents will be notified via hallway postings in advance. The Verizon surveyor for FiOS will also be surveying the units on the same day, and are hoping to get into a few units if people are home. We have a signed agreement to install the FiOS in the common areas, and we will develop a timeline after the survey is complete.

Water Conservation: We have an initial evaluation from a water conservation contractor, and so far they feel like our water usage is reasonable. For now no action is needed to respond on this.

Water damage at 2601 #102: We received specifications for this work, and KEM will get bids from 3-4 contractors who have performed similar work. We need to determine how widespread our notifications need to be about the work to be performed once a contractor is selected. Our legal counsel has prepared a letter indicating that the board will pay for Belfor being called out to deal with the water damage (\$3,800), but not for further costs incurred in the unit beyond that. Wayne will check with Kim to do some fact-checking about what work has been done inside the unit before the letter is sent. In the meantime, Triple State will be repairing the leaky pipe in the crawlspace shortly.

Condo Handbook: Frances was the last person to review it, Jon will get the latest version of the handbook and pass it on to Wayne.

VIII. Business Items

1. Dominion Power Work: How can we get this work to be completed? Wayne will contact them and ask for their supervisor to see if this will help speed things along.
2. Election of a new President: **Motion was made (Jon) and seconded (Chuck) to appoint Frances as the new president as the board of directors, Tracy as the new vice president, Chuck as the new member-at-large, with Jon and Anna to retain their current positions as secretary and treasurer, respectively. PASSED unanimously.**
3. Replacement Fencing: We have a proposal from Ivy Welding to install new wrought-iron fence to replace the wooden fences that we have across the property which are deteriorating (peeling paint, rotting). The board decided to a) have Wayne get another bid for this work and b) review each fence to verify whether or not each one needs replacing.
4. Plumbing Reimbursement Request: Daniel Dotson at 2811 #102B is requesting reimbursement for plumbing repairs made to pipes in his unit that appear to be common property. The board appreciates him bringing this to our attention and is willing to look at this further, but decided that we can't provide reimbursement without looking at a receipt first. Wayne will communicate this to him.
5. Painting and drainage maintenance request: The owner of 2503 #101B is requesting reimbursement for having the drain cleared in front of their unit, as well as requesting that we paint the wall outside of their window well. The cleaning of the drains was done in February, and no complaint was received until mid-April. **Motion was made (Tracy) and seconded (Chuck) to deny the request for reimbursement since the work was done before a request for services was made. PASSED.** Wayne will inform them that we will look at the wall and evaluate and prioritize it for addressing in the near future date as we work on other exterior painting projects.

IX. Adjournment

The meeting was adjourned at 8:35pm.