

Cambridge Courts Condominium Board of Directors Meeting
1/23/08

I. Call to Order

Meeting was called to order at 6:35pm

II. Quorum Count

Board Members present: Rosemary Gorski, President; Lorraine Bailey, Member at Large; Jon Fisher, Secretary; Anna Santos de Dios, Treasurer; John Kisko, Vice President.

III. Owners Forum

Marlene Drohan, 2813 #101: (1) Luis is using the same mop with no bucket to clean all hallways. He's also not cleaning the brass plates and handles. RESPONSE: We have turned on water to several sinks, and bought him a bucket, so this shouldn't be a problem. Jeff will talk to Luis about it.

(2) 2801 had a light out for weeks REPSONSE: photocells mean that as soon as sun comes up these go out so it may be tricky for Luis to post these unless reported.

(3) There is a consistent problem with garbage and dog feces on the property. Wasn't a letter going out to the owner of a small white dog in 2700 who consistently does not pick up? RESPONSE: We all need to help identify frequent offenders for these problems. Luis is doing some garbage pickup, but also has enough regular duties that having him do a lot of scanning for garbage will take up too much of his time given the size of the property. We will put a notice in the newsletter that we will impose a fee in the future for people who are caught.

(4) Low-flow toilets in a nearby development have been having problems with requiring multiple flushes. RESPONSE: Lorraine has had no problems with hers, as we install more models we can provide informal recommendations for which models seem to work well.

Tita Ponce, 2509 #301 (1) Her neighbor continues to be doing woodwork and construction without cleanup of the mess. Debris and sawdust is still being left in the hallway. A letter was sent to her, but what else can be done? The neighbor has not been responsive. RESPONSE: We will send another letter and advise her that if need be we will send a cleanup crew and bill her for it.

(2) What happens when a contractor or resident is working in a common area like a parking lot? RESPONSE: They should clean everything up, and not put any of the trash in our dumpsters. Some attendees have seen people dumping mattresses, sofas, etc. recently. If we have a spring cleaning day we can provide a dumpster and ask everyone to dump their large items then. We can ask owners to volunteer the use of their trucks to haul stuff, and pick a weekend to do a charity drive. We will also check into the possibility of including the cost of large items into our trash pickup.

Jon Fisher, 2811 #101B (1) There are a number of problems with holes large enough for rodents to enter into our buildings (rusted bars from grills, heat pump hose holes, ventilation covers that are off, etc.). I have been hearing an animal in my ceiling, and sealed the 10 holes I found around the 2809-2813 building. The same needs to be done on a wider basis. There is also a large hole by the lightpole and plum in the 2800 courtyard that needs to be filled. RESPONSE: We will look into a contractor doing this work, and potentially putting in more bait boxes. The vent covers are no longer made in the same size, so it will take some work to figure out a more permanent solution that patching with mesh wire. The exterminator should be here monthly and replacing the bait in the boxes.

(2) Did we ever decide on a process to get reimbursement for low-flow toilet installation? RESPONSE: Give to Jeff for now. We still need to send out a letter to the residents about the \$75 rebate.

(3) Elaine Ooi reported a problem where her neighbor's pipes leaked into her unit, and the neighbor refused to pay. How can the board facilitate this process? RESPONSE: Jeff says that according to a recent article on condo law, the condo responsibility ends at the unit owner's door, and that these problems are up to the owners to resolve. His concern is that the board could become responsible by default for resolving these kinds of issues. Apparently the upstairs neighbor (Ms. Hallom) has complained that Ms. Ooi's complaints have driven out her tenants, so there is bad will on both sides. Rosemary has contacted our lawyer to ask her about this situation. Jeff has said that the upstairs neighbor has indicated that she's willing to pay for it if it turns out to be her responsibility (which it appears to be). We need to hear back from Kim (our lawyer) about how best to proceed, since in the case of a dispute solely between two residents supposedly they are supposed to resolve it on their own. However, we can send a letter indicating that it is the responsibility of the unit owner who has the leak to address this. Also, a claim was filed with the association's insurance at the request of Ms. Ooi.

IV. Minutes from the Previous Meeting

Motion was made (Jon) and seconded (Lorraine) to approve the minutes of the 10/24/07 meeting. **PASSED.**

V. Reports from Officers

No report.

VI. Report from Committees

Landscape: Jeff clarified that we do have a contract with BladeRunners through the end of the year. Jon spoke to John Snitzer recently about having them meet to possibly update or modify our contract. We will be in touch in February and Jon will provide updates then.

VII. Management Report

Financial:

We have a \$60,000 CD maturing in April, we will need to determine what to do with the money before then. We could also invest some of the money in the money market account, but need to leave enough for the basement repairs once we decide how to proceed with them. The board reviewed the finances for 2007, and discussed the line items which varied significantly from the budget. For example:

*Water bills continued to be high, although not as high as they were in late 2006.

*Electrical maintenance was high due to a number of photocells going out at the same time.

*Gutter expenses were extremely high mainly due to \$10,000 of repairs caused by damage related to ice sliding off of the roof.

*Plumbing maintenance was high largely due to the need to root out and repair clogged mains.

*Snow removal was high because there were an unusually large number of snow events, whereas typically there are a smaller number of events requiring intervention by our snow company.

*General building repairs were high due to necessary repair to the façade and in-unit repairs that were caused by the leaking façade.

The board decided to write up a more detailed list of explanation for the variance on an annual basis (to be included into the minutes) at the time that we review the budget. Due to the high expenditures from the last year, it is necessary to take money out of the reserves. Motion was made (Lorraine) and seconded (Jon) to move \$35,000 from reserves into our operating account, with the understanding that by the end of the fiscal year the money will be repaid. **PASSED.**

Note: At this point (8:10pm), Ms. Santos DeDios had to leave the meeting. The other attendees remained.

Interior Painting:

Jeff provided a list of items which the painters will address to complete work that was not properly done originally (the paint job came with a two year warranty). This work should be done within a few weeks. John raised concern that the walls should have been primed before painting, and that the quality of the paint job was not good. However, the price difference was extremely large (~\$22,000), and we did request the extended warranty in hopes of heading off any potential problems.

Exterior Lighting:

The new exterior lights which have a longer arm to provide more light for the stoop will cost about \$200 each (they are needed for 6 buildings). The board decided to install one at 2813 first to ensure that it meets our needs before installing the rest.

Verizon FIOS:

We are waiting to hear from Verizon if they accept our modifications to the contract. We would also like to ask our lawyer what sort of installation fees and monthly fees are typically charged. John was concerned about the possibility of installation for the building being free, but them charging a prohibitively high cost for installation into each unit.

Basement Water Leaks:

The board reviewed the bids and attached materials, and asked several questions about the quality of the estimates, possible unforeseen events, etc. Jeff will ask our engineer about the possibility of including penalties for failing to meet the work schedule in our contract. A motion was made (Lorraine) and seconded (Rosemary) to approve Consolidated Waterproofing (the low bidder) as our contractor to carry out the necessary waterproofing repairs as detailed in the management report. **PASSED**. The board will have the opportunity to review the contract before signing it.

2007 Audit Proposals:

John volunteered to call a couple of references for both audit firms. The board decided to wait to hear back from the results of these calls before deciding on which firm to hire.

Façade Repair:

We will proceed with making the recommended exterior repairs to the unit in the hopes of preventing further water infiltration. However, since Dolan (our contractor) did not see any major points of entry there is concern that there may be an additional leak we have been unable to find. So, we will monitor the interior condition after making the exterior repairs to ensure that they don't get worse before we make the interior repairs.

VIII. Business Items:**Mailboxes:**

Several of the mailboxes are having problems where the door does not stop when the mail carrier opens it. They are over 20 years old and need replacing. The committee that looked into this problem recommended installing new ones which cost around \$100-\$150 (not including installation). Jeff will get a bid for installing two new mailboxes (one recessed, one that sticks out) so we can evaluate if we like them or not.

IX. Adjournment

The meeting was adjourned at 9:25pm.