

**Cambridge Courts Condominium Board of Directors Meeting
10/24/07**

I. Call to Order

Meeting was called to order at 6:35pm

II. Quorum Count

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

III. Owners Forum

Matthew Becht, 2603, #101: (1) leak in storage area in 2511 has damaged his bin. RESPONSE: Jeff is having Triple State replace the pipe next Tuesday, owner will send a list of damaged materials, another bin has also taken damage.

Ken Keyak, 2611 #202: (1) Ken didn't have particular owner's forum comments but provided some feedback throughout the meeting.

Jon Fisher, 2811 #101B (1) Key in lockbox at 2803 is still missing. RESPONSE: Jeff has not yet identified who took the key, he suspects a utility company. If we can not find it soon he will duplicate it. (2) There remains a circular hole in the 2800 basement door where the lock used to be. RESPONSE: Jeff didn't think Luis was done, but since it's been a couple of months he'll look into it.

Lorraine Bailey, 2703, #102: (1) The basement area in 2700 has a cable box of some sort that seems to be missing a door. RESPONSE: Jeff says it's not uncommon to leave the cover off but he will look into it. (2) Entrance door to 2703 & 2713, the bottom right of the door scrapes against the sidewalk. Luis said he didn't have the tool to plane it down to repair it. RESPONSE: Jeff has just ordered some door closers, and will ask the handyman to plane it down as well.

IV. Minutes from the Previous Meeting

Motion was made (Rosemary) and seconded (Jon) to approve the minutes of the 9/26/07 meeting. **PASSED.**

V. Reports from Officers

No report.

VI. Report from Committees

Landscape: The arborist planted 3 willow oaks, and will be doing a walkthrough on the property next Thursday. Jon and Jeff have not heard anything from John Snitzer, who was planning to meet with BladeRunners. Jon will follow up.

We also need 3 more hoses to improve watering (Jeff will pick them up), and to check with Luis that he needs to fill up all of the gator bags, not just the new ones. Jeff said Luis is aware of this, and he will follow up on the few that he's missing. Jon will also email Jeff info on extensions to the hose spigots so people don't have to crawl through the bushes to turn the water on and off.

VII. Management Report

Financial:

Chadwick charged us \$1368 to package up and ship our old files and transfer them to our new legal counsel.

Water bill went up slightly, perhaps due to the watering of the grounds, but it's still way down. We have also left the car wash spigot on, but not left the hose there. Could we remove the current valve and put a valve inside of the basement instead, to limit use to people who live here? RESPONSE: It might work, Jeff will ask Triple State what the cost would be.

Wachovia will contact us shortly when our CD matures and has been moved into the money market. We should try to use the opportunity to get a better CD interest rate soon. We should also consider using some of the CDs that are maturing to fund roof repairs.

Management Update:

Was mailed out yesterday, has a number of topics that should be of interest to residents.

Window Replacement:

An owner reported that they had a great experience with Strategic Windows, so we should add them to the list of approved contractors (they are also offering 20% off to CC residents). We should contact them about getting a better discount if we replace hallway windows.

Plumbing Inspections:

They found a number of flappers and faucets that need to be replaced, and of course the toilets are still using lots of water since they're so old. Jeff does not have pricing yet for bulk prices on toilets, but expects to get them within a week. Triple State quoted American Standard toilets for \$335/ea including removal/installation if we can get a minimum of 40 people to sign up. We need to find out what the cost would be if we got less than 40 units. Lorraine indicated that she spoke to several residents and that none of them were in favor of offering a financial incentive to people who replace their toilets. Jon countered that if we can spend some money up front it will be saved very quickly if it encourages extra people to replace their toilets. Regardless of whether or not residents directly support it, it will save us all money within a year or two, especially as water costs continue to increase. Jeff will send us a copy of the water bills so Jon can calculate the cost savings per year for replacing each toilet.

Annual Meeting:

We have received 17-18 owner information sheets, and 11 proxies for the meeting (only 16 needed for quorum).

Basement Water Leaks:

Gardner James found that the foundation is not waterproofed, and that all leak tests resulted in water leaking. They are offering a price of \$6,320 for repair design, and \$2,320 for bidding out the work to other companies (including walking the property with them and reviewing the specs). The cost of contract administration and observing the construction is TBD. Jon expressed concern about the high cost for bidding, which appears to be largely clerical work (assembling a spreadsheet, etc.). Jeff noted that given the high total cost of the project (Jeff estimates at ~\$60,000) it may make sense to just invest the money to ensure that we pick a contractor with sufficient expertise, since none of us have the engineering background to evaluate the bids relative to the design. Lorraine asked about the cost to get estimates for splitting the work into two phases (as opposed to doing it all at once). Jon asked about the possibility of getting warranties (either from Gardner or from the contractors). If they open it up and find that there is no waterproofing in other areas as well (which are not leaking yet), we should consider extending the area of waterproofing to include that as well.

The work will probably take four months to prepare for, which would have them ready to start in Spring. Also, if this pops up for other foundations we may be able to reuse the plans with minor modifications to reduce future cost. We need to get the work bid in order to find out how much it will cost and prepare accordingly. **Lorraine moves that we accept Gardner-James' proposal for Design and Bidding of this work for a combined price of \$8,640. PASSED.**

Snow Removal:

Cole roofing submitted a proposal for snow removal for the next year, at the same price as the previous year. People were generally happy with the service, and Luis will continue to supplement it as needed with spreading salt to address thaw/refreezing.

VIII. Business Items

1. Annual Meeting: We are scheduled at the school cafeteria for November 14th. We haven't received any formal applications to the board thus far, but people can step forward at the meeting. We will have sign-up sheets for the toilet replacement, as well as for doing holiday decorations. Our lawyer will be in attendance so owners have a chance to meet her. Jeff will also have a list of projects Luis has worked on, and an estimate of how much it has saved us.
2. Lights on buildings facing Arlington Blvd: Jeff has price from Power Systems Electric and is trying to get a bid from Kelly Electric as well. Once he gets their quote, the board approves of Jeff approving the contract as long as it's under the spending limit. We are hoping to get this done before the annual meeting if possible.

3. Emergency Contact Forms: We have some residents with special needs; recently one of them was taken away in handcuffs and we had no one to contact about it. We should try to get forms filled out for these residents if possible.
4. Replacement of hallway light fixtures: Jeff will check with Luis to see if he could begin replacing these in the winter when he has less outdoor work to do. 2613 has the new light fixture recommended by the decorating committee, board members should look at it to get an idea of how it will look.

IX. Adjournment

The meeting was adjourned at 8:12pm.