

Cambridge Courts Condominium Board of Directors Meeting
7/23/2008

I. Call to Order

Meeting was called to order at 6:35pm

II. Quorum Count

Board Members present: Rosemary Gorski, President (arrived at 6:40pm); Lorraine Bailey (2703, #102), Vice President; Jon Fisher (2811 #101B), Secretary; Anna Santos de Dios, Treasurer; John Kisko, Member-at-Large, and Jeff Bridges, Property Manager.

III. Owners Forum

James Brett, 2509 #301: (1) Wooden board is missing that covers the crawlspace pipes at 2509. **RESPONSE:** Our handyman will cut a new one and lock it in place. (2) Some of the flowers he planted were removed by Bladerunners at the direction of Muriel Deming. **RESPONSE:** We need to revisit our landscaping committee and work harder on getting residents to join it and coordinate plantings. We attempted to get other landscaping companies but have been unable to afford better service. We could also try to get a list together of 'approved' flower species and color schemes.

Matt Becht, 2603 #101 (1) Metal grate is missing at 2605 that covers the old coal chute. **RESPONSE:** it was probably stolen for scrap metal. We will get estimates for covering it with brick or a wooden board. (2) 2511 basement has had standing water in it for about a month. **RESPONSE:** 2502 has a leak, Triple State was initially unable to figure out where it's coming from, but eventually figured out it's coming from a residents tub. They will be proceeding with repairs (3) When Triple State removed the temporary pipes, they left divots/holes in the walls. **RESPONSE:** Jeff will have Dolan wall them in

Hope __?, 2511 #202 (1) Are there any issues to consider when the property is being renovated and/or rented? **RESPONSE:** Make sure that contractors are insured and bonded, make sure they remove construction waste, make sure floor is covered with carpet or rugs. We don't have any formal or centralized guidance, although we do have a list of contractors that owners have recommended. Services like angieslist.com may also be helpful both to find good contractors and to let them know that you will be rating the quality of their work. Construction work must also be limited Monday-Saturday 9am-6pm. (2) I heard something about a pipe that gave way, is there an update? **RESPONSE:** There was a conduit in the 2600 courtyard that was just repaired (work is complete), it will be paid from reserves and cost ~\$30,000. (3) The landscaping used to look great, but now seems very mixed and matched around different areas (people digging up shrubs and planting flowers, etc.). With communal property individuals should not be altering the landscaping. **RESPONSE:** We have tried to take a number of steps to improve the landscaping, the landscaping committee has been working with an arborist and landscape architect as well as our landscaping company. However, communications with the

landscapers and budgetary constraints have been challenging. The official policy is that owners are not permitted to do their own plantings but enforcing this policy has not been consistently enforced. We do not currently have the resources to spend a lot of time and effort on this. Mr. Brett indicated that he has been planting flowers in areas that are bare dirt, and that he considers it a major improvement. Several residents like the flowers that have been planted.

Lorraine Bailey 2703, #102 (1) Light in the breezeway form 2805-2807 doesn't work. Luis has confirmed that the whole thing doesn't work. **RESPONSE:** Jeff will send someone out to look at it. (2) We should put a sign in each basement indicating that items left outside of storage bin are subject to removal at any time. We can just use laminated signs taped to the inside doors of each basement. **RESPONSE:** Jeff will get these made and put up. (3) Why isn't our new display board out yet? **RESPONSE:** The handyman has been working on other projects, but Jeff will have him work on getting it out this month. (4) Lorraine spoke to the mailman about the damaged mailboxes, and he said that the fixed ones are fine and we shouldn't bother replacing them. **RESPONSE:** If there are some that need replacing we will revisit this and try replacing a couple of them, otherwise it can wait. (%) Has the sump pump for 2711 arrived? **RESPONSE:** We are looking at moving the downspout instead so that the water is prevented from entering as opposed to just pumping it out.

Anna Santos de Dios, 2403 #202 (1) The wrong door was replaced at 2401 (the functional one was replaced, the sticking one is still there) **RESPONSE:** That door had been broken into, both need replacing. The handyman will be back to replace the other one.

Jon Fisher, 2811 #101B (1) Still have a mouse in my ceiling, all known holes have been sealed but I'll check the crawlspace. I'll report if I'm able to find a hole there so it can be sealed up. **RESPONSE:** Keep us posted. (2) Water is still in basement of 2807, what's going on? **RESPONSE:** Yesterday Triple state investigated again, they thought they know which property it was, but have changed their mind and are going to work with the unit they now believe is responsible.

MarleneDrohan, 2813 #101 (1) What was sprayed on the lawn before several dead birds were found? **RESPONSE:** Jeff will look into this and let us know.

In response to the concerns at the last meeting about delays in window installation, apparently Mr. Skelding got free windows and installation (~\$9,000 value) as well as free basketball tickets. The contractor said that they originally received the wrong windows, it took time to replace them, and their communication was not good. The two people who had canceled had their money refunded plus 18%, and the other 5 people who are having them installed soon have also been compensated appropriately.

IV. Minutes from the Previous Meeting

Motion was made (Jon) and seconded (Anna) to approve the minutes of the 6/25/08 meeting. PASSED.

V. Reports from Officers

No report.

VI. Report from Committees

Is Luis filling up gator bags? YES, he should have been filling the green ones already and will start on the brown ones soon.

Has Bladerunners responded with a proposal for soil remediation at 2400? YES: they will be planting yews, fixing the soil, and replanting grass there, as well as cutting back the nandinas to grow back more evenly. Jeff will send Jon the estimated cost of this work.

What about an estimate for cost of planting the front sign? NO: Jeff will follow up to confirm.

When is BR's next shrub trimming? Not sure, but Jeff will send schedule to Jon. We would like to meet with Mike to discuss them, Jon will set up a meeting to discuss things with him.

VII. Financial Report

The CD we cashed out still shows up as a CD, but this is because the report is as of June 30. There are 7 line items over budget by at least \$1,000, so we definitely need to consider raising condo fees. We need to work harder to collect move-in fees, this has been a challenge. Rosemary and Anna will email Jeff the units they know about.

We discussed what we should do about collecting delinquent condo fees. Anna suggested that we could start implementing parking tags to give people incentive to pay up. Jeff will ask our attorney if the late fee could be changed to a % of the monthly fee or a % of money owed as opposed to a flat fee?

Rosemary concerned that Wachovia is not doing well, but Jeff noted that our accounts are all FDIC insured up to \$100,000. We need to ensure that going forward no single institution has more of our money than is insured. Jeff will have the money beyond \$100k in the Wachovia account transferred to another account. We discussed taking a penalty to move the capital one CD to another CD with better interest (if it would be worthwhile), but apparently the 3.45% interest rate is roughly what the others are getting.

VIII. Management Report

Low-flow toilets: We got another request for reimbursement for installation of a low-flow toilet.

Leaks at 2403: Dolan contractors went into Mary Hallam's unit and is putting together an estimate to fix it. She also apparently evicted her tenant there so we should collect the move-in fee. Also, Anna has seen no signs of any work in the hallway that would indicate that the work has been completed.

Electrical Maintenance: The bills have not been received yet so we do not know the cost. We cannot afford to send someone out to immediately fix every single problem that is received.

Interior painting: Banister in 2811 was not retouched, the ball going down to the ground level is still badly scraped. This is because he has only been doing the walls, he will do the trim later. Rosemary confirmed that the walls are looking better.

Roof replacement: RCLA is still working on the specifications to have them replaced, and has not sent it out for bid yet. It will still be 3-4 weeks to get bids once the specifications are complete. Jeff still hopes to have this ready to review by the August meeting, but will confirm their timeline with them.

Proposed Budget: We have had both unusually high expenses in the past couple years, and costs of doing business in general rise much more quickly than condo fees. Jeff's proposed fees are based on the assumption that we would have a special assessment of roughly a month's fees. We discussed various options at length; a 20% increase (or 10% increase and 10% special assessment as listed in Jeff's budget) would pay for the new budget for 2009 as well as pay back the \$39,860 deficit that wasn't paid into the reserves in 2008. However, we have consistently had major unexpected expenses and have delayed major work like roof replacements. The board agreed that a total of 25% increase in condo fees was appropriate, with the additional 5% going to reserves to compensate for these large expenses that have been cropping up as our buildings age.

Admin fees are up 10.3% due to requirements of HB516, higher use of legal (although we are considering switching Kim to retainer which will help), higher fees from ProCAM, etc. Repairs and maintenance is up about 20% since we have had a lot of plumbing and electrical problems recently. Some of the work Luis has done is saving us a lot of money but the amount of work is still increasing. Grounds maintenance for this year is under budget but there is a large amount of work planned with Bladerunners that should use up most or all of that money.

IX. Business Items

1. Review of action items from last month (see ActionItems080625revised.doc for details)

X. Adjournment

The meeting was adjourned at 9:33pm