

**Cambridge Courts Condominium Board of Directors Meeting  
1/28/09**

**I. Call to Order**

Meeting was called to order at 6:32pm

**II. Quorum Count**

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

**III. Owners Forum**

John Dunlavey, 2709 #201: (1) He brought in a window sample with the hopes of getting approval to have it installed with Fairlington Windows. **RESPONSE:** The board asked to keep the sample so that we can look at it during the daylight hours to verify that it matches (the same is true of the other two window vendors that attended). The board will attempt to approve these vendors as quickly as possible, and plans to meet this Saturday morning at 10am to compare the windows.

(2) The water coming out of the taps has been highly acid since the summer (he tested it), which has been killing his houseplants. **RESPONSE:** We have copper pipes, and Arlington Water Department has said that it's fine on their end. Some other owners have reported strange smells. We will look into getting different water samples from around the property and investigate getting them tested.

Sumil Isharza and Jason Bajaj from Paragon Remodeling also brought in a window sample as well. They generally do half screens in their windows, but can do full screens as well to match our existing windows. Their beige window is the best match color to our existing windows, although they noted that the existing windows are more faded than theirs since they're fairly old (making them in-between the beige and the off-white colors they have). They can also match the molding we have around the windows, which is a different color (Birchwood is the color that would match the molding).

Ed Felker, 2507, #102 (1) His vendor Art Dunn came in as well, and also brought in a sample.

(2) Are the rental storage bin contracts rolling over? **RESPONSE:** Yes, these are 1-year contracts and will remain unaffected.

(3) The bulk trash pickup should be done on a regular basis, as we continually get mattresses piling up by our dumpsters and sometimes these stay there for a long time. We also need to better advertise what kinds of trash can't be thrown out to make sure that people know about it. **RESPONSE:** We are currently looking into different options for dealing with large trash (like getting a dumpster again, or revising our trash contract to include large trash). Currently our trash company is pretty expensive for picking up large

trash, but we hope to find a contract where we can get bulk trash pickup more cheaply. We can't have a large trash dumpster always present because nonresidents would fill it up and we'd have to pay for the disposal.

Tracy Scorce, 2805 #302 (1) She has had Christmas needles outside of her door for a long time, and she was forwarded to Trudie Peterson. Who should she contact about issues like this? What else is changing? **RESPONSE:** We are in the process of hiring a janitorial service to clean our hallways. Wayne McCreedy ([wcm@armstrong.net](mailto:wcm@armstrong.net)) is still our point of contact for any questions or concerns, but the call center may forward you to a different person since Armstrong has different departments for different tasks. <http://www.cambridgecourtscondo.com> is also a good place to find email addresses, phone numbers, and other info about the condo and our property manager. Most of our vendors (insurance, snow removal, trash, etc) are staying the same, although we're going with a new landscaper, janitorial service, and exterminator.

(2) The ice removal was really good overall, but when you walk through the arches to the parking lot at the NE corner of 2800 (connecting 2805 and 2803) there is still ice on the ground. **RESPONSE:** We're not sure what happened, but perhaps since different crews did the sidewalks and parking lot it got missed. We'll look at installing a nonskid surface and/or a handrail there, and owners can use the ice-melt buckets in the hallways.

Gary Young, 2605 #202 (1) The current insurance information is not current on the web site. **RESPONSE:** Clarke & Samson is our insurance company, and the information is current in the documents section of the web site.

Mary Ackourey, 2813 #201 (1) It still takes several gallons of water before the water heats up, and she didn't have this problem in past years. **RESPONSE:** We have received that comment frequently over the past couple of years. For people using water in off-peak hours, this may be inevitable. However, we will look into the idea of "boosters" (and possibly other options) which would help to heat the water as they enter different buildings. We also purchased some new hot water holding tanks which should have helped somewhat to keep sufficient hot water on hand.

(2) Our sewer lines should be getting cleaned out regularly to prevent backups. **RESPONSE:** We do currently get these cleaned at least annually.

Kevin Aurand 2411, #201 (1) He has also had water acidity problems. **RESPONSE:** See above.

(2) Landscaping in the front and the rear of the building are deplorable. The water main breaks and waterproofing that required the landscaping to be ripped up has never been fully and properly repaired, and the area by the heat pumps is on a strong slope and suffering from erosion (which is potentially a risk for causing the large oak tree to fall). The biggest issue is that on the right side of the sidewalk where the heat pumps are is eroding badly, and will cause the heat pumps to come off of their palettes. We need groundcover or rocks in place to prevent this (probably ivy or some other groundcover on the left side of the sidewalk as you come down, and rocks on the right side). The pipe where the water comes out of the drainpipe off of the roof is buried, and some of the heat pumps are tipping over and wiring becoming exposed. The erosion from the parking lot needs to be stopped at the top before it gets down to the heat pumps. He is willing to pay to remove it and put it back on a pad, but won't do this until/unless the board takes steps

to prevent it from reoccurring. He also really doesn't like the yews in front of the property, and has suggestions for what we should put it instead. **RESPONSE:** We have a landscaping committee, which can work with him on ideas for the front of 2400. If he is willing to draw up a plan for 2400, we will certainly review and consider it. With regard specifically to the erosion and the heat pump issue, Wayne will take a look at it to figure out what else might need to be done. We recognize the need to get this done before May when more rain comes.

#### **IV. Minutes from the Previous Meeting**

**Motion was made (Jon) and seconded (Anna) to approve the minutes of the 10/22/08 meeting. PASSED.** Wayne did not receive the October minutes, Jon will send them to him along with the annual meeting minutes.

#### **V. Reports from Officers**

No report.

#### **VI. Report from Committees**

No report.

#### **VII. Management Report**

**Financial Reports:** There were several issues with our December report. It looks like we got charged some bank fees (about \$320) for having insufficient funds, we need to look into this. ProCAM paid \$1,266 to Potomac Disposal Services in error, which should have been paid to our legal vendor (Rees Broome). The \$925.00 storage fee was charged for our 20 boxes of records which were in storage, Wayne can check to see if the fee is correct. There were also a \$455 printing/copying fee in December, possibly related to the transition or our annual meeting or due to the fact that they mistakenly sent out coupon booklets to all residents. We actually have less money as of 12/31 than it shows due to some remaining unpaid bills

**Current Bills:** Wayne indicated that the exterminator has not been paid since May. With regard to our options for paying this off given our evidence that they did not fulfill our contracts, Wayne indicated we may be able to negotiate a lump sum for part of the payment. Jon will send Wayne evidence he collected of them not filling up the bait boxes. The hot water tank replacement was not paid for since they removed our old tanks and sold them for scrap when they were supposed to leave them. However, since the contract didn't specify this we may not be able to recover this cost (although we will try to get at least the amount they sold them for).

**Audit:** Rosemary believes we already collected the \$5,933 income tax refund, likely in 2008 which would be why it didn't show up as of 12/31/07. Also, the stated deficit of \$111,576 through 2007 means that we are behind on replacing our reserves, but our new higher condo fee should help to begin to remedy this. We are supposed to be fully funding the replacement of our reserve, as well as having 10-20% of our annual assessment available as undesignated funds each year as a contingency fund (surplus).

**Motion was made (Tracy) and seconded (Frances) to approve the 2007 audit conducted by Daly, Hamad, and Associates that was dated 9/15/08. PASSED.** The board feels that this firm has done an excellent job with the audit, and that their fees are reasonable. **Motion was made (Tracy) and seconded (Jon) to approve the 2009 contract to continue to use Daly, Hamad, and Associates as our audit firm. PASSED.**

**Landscaping:** Our new landscaping contract with Denchfield has been signed by Rosemary but needs to be ratified for our minutes. **Motion was made (Jon) and seconded (Frances) to approve the 2009 landscaping contract with Denchfield Landscaping. PASSED.**

**Trash & Recycling:** We have already signed this contract but need to ratify it here so it's in the minutes. **Motion was made (Anna) and seconded (Frances) to ratify the waste management contract with Con-Serv Industries. PASSED.**

**Janitorial Contract:** We agreed that we don't need weekly testing of lights by the janitorial service, since we can rely on residents to report lights that are out. However, Wayne noted that there are currently 5 or 6 lights that are out which have not been reported, and the advantage of having this in the contract is that they get replaced immediately as opposed to having to wait for an electrician come out. Anna asked if we can ask them to remove any flyers or advertisements that have been left there, and Wayne noted that we need to be specific about what to leave and remove (e.g. should phone books be removed). **Motion was made (Frances) and seconded (Anna) to accept the janitorial contract with JP Janitorial Services as written. PASSED.**

## **VIII. Business Items**

**Reserve Study:** We had an update to our reserve study in 2006, but it was a very short update, and some of their assumptions are probably unrealistic (e.g. assuming that our plumbing is good for another 25 years, assuming that little to no roof work will be done). Since the original study was in 2004, we should do one in 2009. However, they will likely suggest a significant increase in our annual fees, which we should be prepared to either implement or have a good explanation for why we're not following their recommendations. Wayne will get an estimate for the reserve study to be redone.

**Landscaping:** Frances noted that we should think about taking a more comprehensive approach to revitalizing the landscape, and how we could obtain a plan for how the whole property should look so we can start having consistency. Jon suggested that we have someone from Denchfield Landscaping come in to talk with us in February about possible options for developing this kind of long-term plan. The challenge of multi-year landscaping plans is often that as budget fluctuates, certain areas can be neglected and you end up with a non-uniform appearance. However, there are different options and we can start exploring them early this spring. Jon will contact Kurt and ask if he's willing to meet with us on a weekend in February (we hope he can also look at the 2411 eroded area).

**Washer/Dryers:** Wayne will look at bringing in a vendor to discuss options and pricing for new replacement washer/dryers with us.

**Plumbing:** Given our persistent problems with plumbing, we are interested in potentially having an assessment done of our plumbing. We should attempt to get a plumbing diagram so we can start to get an understanding of where all of our pipes are. We also would like to look at possible alternatives for our standard plumbing company, although the familiarity of Triple State with the property is certainly an asset. Another thing to look into is a product that is essentially a new coating on the inside of existing pipes to help seal and prevent pinholes.

**Review of Bylaws:** There is a lot of uncertainty about some of our bylaws, especially with regard to limitation of liability. Rosemary believes that some sections appear to be contradictory, and Jon has noted a lack of specificity with regard to penalties for violations of the rules. Our legal counsel recently looked at our bylaws, but we need to check what her thoughts were on them. There is a generic legal limit of \$50/event for violations of the bylaws, or \$10/day for continuing events, with a ceiling of \$900. Wayne agreed that we should have them reviewed, and that any potential amendments should be brought to a vote at the next annual meeting.

**Dog Feces Issue:** Tracy Scorce has seen the residents of 2803 #102 not pick up their dog's feces, and they also don't walk their dog very far. The board believes that this one dog is responsible for the extensive feces which has been left all over the property for several months (several grocery bags full of feces). We need to give the owner a notification that they will start to be charged for any feces left on the property, and give them a chance to request a hearing before being charged. This requires our attorney to come up with a due process resolution which we could approve in February, and which would be delivered to all owners. Wayne will also write a letter to the owner of the unit in question advising them that we will be taking action on this shortly.

**Revision of Handbook:** We are interested in updating our community handbook, and Wayne has noted some inconsistencies in it with our schedule of elections that should be addressed. Wayne will send his changes to Rosemary, she will make the next round of changes and send it to each member in turn for more edits.

**Concrete Stairs:** We should revisit which of the stoops need to be repaired and/or replaced in 2009. There are a lot of small cracks, which if filled now may prevent greater cracking problems in the future. We are also missing some handrails.

**Armstrong Connect Access:** We would like all residents to get access to Armstrong Connect as soon as possible, and the board has already agreed on which items we would like to be public to all residents. Wayne will get this setup and the instructions sent out as soon as possible.

## **IX. Executive Session**

**Motion was made (Tracy) and seconded (Frances) to adjourn the regular session and go into executive session at 8:59pm to discuss delinquent owners and other sensitive issues. PASSED**

**Motion was made (Tracy) and seconded (Frances) to exit executive session, and re-enter a regular session. PASSED**

**X. Water Damage at 2601, #102**

**Motion was made (Tracy) and seconded (Frances) to accept the proposed outline of services from Kynoch Environmental Management for a cost of \$2,959.00. PASSED.**

**XI. Adjournment**

The meeting was adjourned at 9:23PM