

# Approved

## Darby Estates Condominium Owners Association

Community Club House

### Open Meeting Minutes

August 17, 2015

#### Attendees:

##### Condominium Board Members

Jeff Duncan – President  
Lawrence Wong – Treasurer  
Rita Rukashaza – Secretary  
Mona Hanson – Member-at-Large  
Cheryl Grass – Member-at-Large

##### Access Real Estate Services

Rachel Long

The Board Meeting was called to order at 6:34 pm.

#### Treasurer Financial Report – As of July 31, 2015

	31-May-15	30-Jun-15	31-Jul-15	Notes
Reserve Funds	\$576,127	\$586,048	\$595,845	
Operating Funds	\$90,266	\$97,167	\$86,316	
Aged A/R	\$6,478	\$6,578	\$7,151	
Over 90 Days	\$4,021	\$3,490	\$4,126	
<b>Total Current Assets</b>	<b>\$672,871</b>	<b>\$689,793</b>	<b>\$689,312</b>	

#### Management Report

- Outstanding work orders status** – Both elliptical machines should be functioning now. A panel repair between two units still needs to be finalized. We have a work order to remove a lot of the junk (broken furniture, etc.) collected from the garbage areas that has been put in the maintenance building. We will contract with the lawn care company to do this.
- Delinquency details report** – This is getting in good shape. We have one update since the July 31 report. A person who was over \$900 delinquent has paid the total and gone on automatic payment.
- Window warranty update** – Jim and David have gone as far as they can go. They have done everything possible to contact the warranty company, including sending certified letters for which they have signed but to which they have not responded. Access is asking the Board if they would like to get an attorney involved. The Board agreed unanimously to have Hugh Lewis contact the warranty company on behalf of the association. Access has contacted two reputable companies, Lyndale Glass and St John Glass to request bids for windows not under warranty. Jim took them around to each type of condo/window so they could measure. They will be submitting bids in the near future. David has set up an efficient tracking spreadsheet to keep track of all the information.
- Window cleaning** – Windows will be cleaned next week as noted on the schedule posted on the bulletin boards.

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- 5. Fire alarm testing** – The testing will be in October and Access is trying to get keys from the owners. Rachel suggested that the Board put out a statement to be sent to all association members stating that the keys are kept in a locked office suite, in a locked room and then in a locked cabinet. Since this is a mandatory annual test, it would be so much easier each year if Access had all the current keys. Owners would still know when the testing is to be done so the resident could be prepared, especially as regards children and pets. It should be emphasized that if the resident is not there, he/she will be fined \$75 because it costs extra to have the inspector come back. The Board asked that Rachel send a draft of the letter to the Board that emphasizes the security under which the keys are kept. The letter would be sent to all association members, but it would state that if Access does not have a current key for their unit, the board would appreciate that the member give Access a current key.

## Old Business

- 1. Board/Access meeting about the landscaping contract update** – The Board met with Plantas nativa, the landscaping company and got a good overview of the project with which the Board was quite happy. Plantas nativa suggested an irrigation specialist to look at our irrigation system, which waters too much in some places and not enough in others. Rachel will call Dexter Landscaping Service to get someone out here to inspect and suggest. Lawrence noted that this is not a short-term project and he is concerned that a new board may not know what needs to be done in what order, and will not be equipped to keep on top of things. He suggested that we have a major task list for tracking purposes. We should have one document with a check list so we could check items off as they are done for different areas. Lawrence said he could draft a high-level task list based on the documentation we have. We could ask the contractor to look at it and fill it in as to time-frame for each type of work/area. Once we have a document like this, we can announce at each open meeting where we are on the time-line. We can put a rough estimate of cost with each item and this would help with budgeting.
- 2. Rewritten Rules and Regulations/Revision of Resolution 2011-07: Pet Regulation Policy No. 5.d. about allowing pets on the lawns (Jeff)** – Jeff realized that after he rewrote the Rules and Regs, the document actually never left his outbox, so he will be sending it again. In the rules he rewrote the section on pets on the lawns, but not the resolution. He would like to take that out of the resolution. The Board stated that the Rules and Regs should be the primary ruling document. It was pointed out that there should be no discrepancy between the resolution and Rules and Regs or this may cause a dispute.
- 3. Re-carpeting common areas in residences** – Rachel got a quote that is around \$15,000 per building. Although this is not in the reserve budget for another 5 years, we want to work on how they will be re-carpeted, i.e., all at one time or a couple each year. Since there will be a negligible discount for doing the re-carpeting all at one time, doing it over a period of 2-3 years may be a good idea. Rita suggested that the next time the carpets are cleaned, that we ask the cleaning company to assess the condition of the carpets in the various buildings. Then the Board members could walk through and do their own evaluation, comparing their evaluation to that of the carpet cleaning company. This would allow us to decide which buildings should be re-carpeted first.

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## **New Business**

- 1. Humane Society and Darby** – We are talking to the Humane Society animal control concerning unleashed dogs. They stated that if Access will give them blanket permission to come on this private property, they will be able to issue fines/tickets for loose animal owners on the property. Rachel will call the person in charge on Wednesday, as he does not work on Monday and Tuesday.
- 2. Dirty mailboxes** – Lawrence noticed that the backs of the mailboxes have moss and algae on them. Rachel said she would get someone in to spray and clean them.

## **Owner Input**

Jeff asked the members present if, when it gets dark earlier, it would be agreeable to have the meetings start at 6:00 pm instead of 6:30. Those present said that would not be a problem.

**The meeting adjourned at 7:00 pm.**

Submitted by  
Rita Rukashaza, Secretary

**Next meeting: Monday, September 21, 2015 at 6:30 pm.**