

# Approved

## Darby Estates Condominium Owners Association

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### Community Club House

### Monthly Board Meeting

March 21, 2016

#### Attendees:

##### Condominium Board Members

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

##### Access Real Estate Services

Rachel Long

The meeting was opened at 6:00 and closed at 6:19.

#### As of February 29, 2016

	<u>31-Dec-15</u>	<u>31-Jan-16</u>	<u>29-Feb-16</u>
Reserve Funds	\$644,818	\$656,763	\$668,561
Operating Funds	\$92,964	\$81,977	\$72,297
Aged A/R	\$8,900	\$8,063	\$9,074
Over 90 Days	\$5,142	\$5,357	\$5,152
<b>Total Current Assets</b>	<b>\$746,682</b>	<b>\$746,803</b>	<b>\$749,932</b>

Rachel reported all past due accounts have been contacted or paid, aside from one situation involving a bankruptcy.

Maintenance/Work orders: In the last month we've had numerous problems due to the wind storms. Roof shingles blown off, gutter damage, siding damage/detachment. While roof repairs were taking place, missing felt paper was noticed under the shingles. This is the protection layer between plywood and shingles. Rachel is proposing spot checks throughout each building to ensure this isn't a bigger problem.

The window replacement project continues. Multiple issues have come up with St. John's glass but Rachel encouraged the Board to preserve the relationship until this first phase is completed and we'll go out to bid again for the second phase.

Rita brought up the damaged door handles from last month. It's uncertain if the door handles were broken due to wind storms or vandalism. No conclusion. Some patio panels and the broken window in the gym area are still on the list for repairs. There's also a table in the Clubhouse needing repair.

Update on Windwood and the landscaping project: The bark project is complete. Rachel will be in touch to find out what the next step is.

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Various asphalt repairs were completed in the parking lot. All minor cracks were repaired successfully, however there's an area near the entrance (corner of building 516) that isn't taking due to an underground water table. Eventually a larger patch will be required.

The painting in building 512 is complete.

Cheryl will be meeting with Corion Landscaping this week to review the overall plan and goals for the property.

Owner input: Lawrence requested the Board consider adding a recreational area to the underutilized shed, Table Tennis in particular. The matter has been tabled until the Board can meet and discuss in more detail. Cheryl also mentioned the increase of children at Darby Estates and appropriate play areas. An email will go out requesting children refrain from using the halls and common areas to play.

**Next regular meeting: Monday, April 18, 2016 at 6:00 pm.**