

# Approved

## Darby Estates Condominium Owners Association

### Community Club House

### Monthly Board Meeting

September 19, 2016

#### Attendees:

#### Condominium Board Members Access Real Estate Services

Jeff Duncan – President Rachel Long

Rita Rukashaza – Treasurer

Erin Christopher – Secretary

Mona Hanson – Member-at-Large

Cheryl Grass – Member-at-Large

The meeting was opened at 6:28pm and closed at 6:58pm.

#### Treasurer Financial Report – As of August 31, 2016

	<u>30-Jun-16</u>	<u>31-Jul-16</u>	<u>31-Aug-16</u>
Reserve Funds	\$680,401	\$680,407	\$680,413
Operating Funds	\$37,538	\$39,060	\$55,956
Aged A/R	\$11,322	\$11,891	\$11,221
Over 90 Days	\$7,920	\$9,269	\$7,846
<b>Total Current Assets</b>	<b>\$729,261</b>	<b>\$731,358</b>	<b>\$747,590</b>

Meeting opened at 6:25pm.

Rita gave the treasure's report. She asked when the Reserve fund will be repaid, Rachel will ask and get back to The Board. Rachel confirmed the annual meeting and budget will all be rolled out soon. It was decided to have a meeting in October to review and discuss.

Rachel gave the management report. 85 units still have yet to respond to the fire alarm testing scheduled for October. She suggested charges be assessed for non-compliant owners. The Board will consider what process might be best to obtain 100% compliance.

Two water damage matters, one being an overflowing toilet and the other being discovered after mold was identified. During inspection one unit was found to have a leak behind the shower, due to nail penetration during the building process.

Eighteen windows have been identified as needing replacement due to broken seals. A new vendor has been secured.

A cinder block wall and partial mailbox damage were reported. Rachel is working on getting that repaired/reattached.

Exterior building and trim painting is still in process. Bids are being obtained yet for 2017.

Erin reported the community wide survey went out via email, and results are trickling in. The survey encompassed bike storage, maintenance building repurpose, and clubhouse upgrades. A second survey with additional details is likely to go out by end of year. In total 173 email

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addresses were available (on file with Access Property Management) and 57 owners responded.

Rachel obtained a bid for roof cleaning, and provided to The Board for review. Gutter and eave cleaning are a separate matter. The Board asked for a second bid.

An owner emailed the Board with concerns about cigarette smoking within buildings and residual smell. This particular owner is trying to sell her unit and finds the hallway odors to be very unpleasant. A few ideas were discussed to attempt to resolve the issue. Rachel will investigate a few options. Something as simple as a door sweep would be a great start.

**Owners are allowed to smoke within their private units, however smoking on balconies or within 25 feet of any building is prohibited.**

**Next regular meeting: Monday, October 17, 2016 at 6:30 pm.**