



## **Victorian Gate Condominiums Association**

Regular Meeting of the Board of Directors

Tuesday, January 27 at 5:30 P.M. at First Community Bank

Meeting was called to order by President at 5:30 pm

**Present:** Corey Burke-President, Jeff Bergandine-Treasurer, Kathleen Luebbert-Secretary (late), Stephen Dial-Board Member, Tom O'Leary-Board Member, Jeff Pontongis-Board Member, Kevin Friend-Property Manager

**Absent:** none

**Minutes:** Minutes of the October meeting were reviewed. Motion to accept by Stephen, 2<sup>nd</sup> by Jeff B, and carried 5/0.

**Financial Report:** Kevin reviewed the December financial statement and highlighted several items. He noted that action is moving forward on one serious delinquency. Motion to accept by Stephen, 2<sup>nd</sup> by Corey, and carried 5/0.

**Presidents report:** The board approved the 2010 budget 5/0 by email on December 4, 2009.

### **Old Business:**

1. **Victorian Gate Landscaping** – Jeff P. proposed that we schedule a walk thru the property with James prior to our February meeting to discuss plans for the coming year. Some projects may be assigned directly to James and others may require hiring a crew that James could manage. Board agreed and noted that attention to the walkways in the courtyard where tree roots have disturbed the level brickwork is a high priority due to potential for slips and falls.
2. **Noise Permit** – Kevin will follow up with the city to determine who approves noise permits and request that the city agree to permit noise permits to be signed by the board similar to the agreement reached re. street closing permits.
3. **FHA Approval** – Corey and Stephen are continuing to investigate issues and hope to bring a proposal to the board for consideration in the near future. Kevin noted that he is also checking on his end but that he has been unable to identify an attorney who is willing to sign the letter required by the FHA due to liability concerns.
4. **Pet Area** – no further contact has been received related to this concern.
5. **Garage Amendment Approval** – motion to confirm approval of the garage transfer from David and Becki Sawyer to Ashley Aminian made by Jeff P, 2<sup>nd</sup> by Corey, and carried 5/0. Note this amendment was previously approved by the board through email on January 5, 2010.

**New Business:**

- 1 **Snow Removal** – Board reviewed tenant complaint about snow removal and agreed that the current criteria of removal after 2" is still appropriate.
- 2 **Property management Contract** – Motion to renew current property management contract with Case Bowen for 2010 made by Stephen, 2<sup>nd</sup> by Kathleen and carried 5/0.
- 3 **Spring Painting** – Board agreed to schedule a walk thru of the property with James prior to our March meeting to determine upcoming needs for exterior painting. Tom noted that the fire door is badly in need of paint and that other areas have been chipped, scratched, etc. by moving furniture and other typical wear and tear.
- 4 **Plant & Flower Installation** – will discuss with landscaping.
- 5 **Fitness Center Treadmills** – Motion to enter into a maintenance service agreement for all the exercise center equipment at an annual [REDACTED] with service twice a year made by Jeff B, 2<sup>nd</sup> by Stephen, and carried 5/0. Corey plans to meet with service staff whenever called.
- 6 **Air conditioner replacement** – Discussion that air conditioners are reaching end of expected life cycle and Kevin noted that there is a minimum charge of \$400 for the crane to the roof. Kevin will explore possibility of entering into an agreement with a HVAC company to replace multiple units at the same time to reduce crane fees if multiple owners are interested in coordinating replacement. Kevin will also send out memo to owners about this possibility so that they can begin thinking about it.
- 7 **Water heater replacement** – Discussion that water heaters are also reaching end of expected life cycle and Corey noted that several water heaters had failed recently and that water heaters do not have a pan underneath to catch leaks. Kevin noted that all resulting water damage to owners unit and any neighbors is the responsibility of the unit owner, not the board. Tom noted that there are tax incentives that may be available. Kevin will send out a memo to owners alerting them to this issue.

**Adjournment:** Motion to adjourn the meeting made by Kathleen, 2<sup>nd</sup> by Jeff B, and carried 5/0. Meeting adjourned at 6:30 p.m.

Next meeting is TBD