

Barclay Towers Condo Association
www.barclaytowers.org
info@barclaytowers.org
Board Meeting Minutes
March 15, 2017

Board Members in Attendance: Gary Polikoff, President; James Dugan, Vice President; Traci Burton, Secretary; Board Members: Joan Slagle, Matt Johnson

Absent: Board Members: Margaret Rehman, Laura Humphreys

Management: John Ross

Legal Representative: Gary J. Zangerle, Esquire

Gary Polikoff called the meeting to order at 7:33p.

January and February 2017 Meeting Minutes: Gary P. motioned to accept the January 18, 2017 meeting minutes, Jim seconded and the motion was passed. Jim motioned to accept the February 15, 2017 meeting minutes, Matt seconded and the motion was passed.

Legal Update: *AT&T:* Gary Z. was in touch with two of their lawyers proposing forgiveness on each side of monies due, but he has heard nothing back. AT&T still does not have a working generator so this may not be resolved until a power outage interrupts their service. *Special Assessment:* Three units (#807, 311, 512) are selling by the end of the month and the special assessment on these units will be part of the paperwork at closing. The assessment is effective today and is one assessment with two payments, it needs to be disclosed at settlement, and a copy of the signed resolution will be sent to the appropriate parties. The letter to owners was discussed and edits suggested, as was having a separate account for the assessment funds collected. The Special Assessment Resolution was unanimously passed and signed by the secretary. *Roof:* Litigation has been served and the roof is now leaking. We want damages by their negligence, but do not want them to repair these damages. \$2,000 worth of damage has already been documented in #1511. Gary Z. will send a letter to Winchester tomorrow. *Miscellaneous:* #1206 stopped paying association fees after tenant moved out approximately a year ago. The sale on #1402, 311, 1109, 807 and 810 continues. #708 is up for a sheriff's sale this month. The foreclosure of #403 continues. #309 is going to collections. #512 has an agreement of sale. #808 is leaving.

Manager's Report: *Police Activity:* Police were here for #306 and 407. #305 broke into the office on a couple occasions because he was locked out of his unit and needed his key; actions caught on surveillance camera. *Miscellaneous:* Money is coming in but still need the special assessment. Many problems in the basement have been fixed.

Questions from Owners: None.

Conclusion: At 8:26p the meeting was adjourned. The minutes were recorded and finalized by Traci Burton. The next meeting will be Wednesday April 19, 2017 at 7:30 pm in the office.

Barclay Towers Condo Association
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Board Meeting Minutes
September 20, 2017

Board Members in Attendance: James Dugan, Vice President; Traci Burton, Secretary; Board Members: Joan Slagle, Matt Johnson, Laura Humphreys

Absent: Gary Polikoff, President; Board Member Margaret Rehman

Management: John Ross

Legal Representative: Gary J. Zangerle, Esquire

Jim Dugan called the meeting to order at 7:33p.

August 2017 Meeting Minutes: In Traci's absence, Matt took the minutes and had not yet forwarded them to her to finalize for tonight's meeting.

Legal Update: *Condominium Act:* Gary shared that there are updates to this law that go into effect next month. One update concerns the elections in terms of guidelines surrounding nominations, what appears on the proxy, and the inclusion of an absentee ballot. Another update concerns amending documents (bylaws). Under the new law the proposed amendments will be sent to the owners and unless 10% vote "no," the amendments pass. The Fair Housing Act was also discussed with regards to animals in the building. A conversation ensued surrounding the cats that already reside in the building, service animals, support animals, and therapy animals.

Manager's Report: *Risers:* The -06 line is the last one to go in, with work beginning next week. This installation will require the cooling system to be shut off for one day either on the 27th or 28th so that the shut-off valves may be installed. *Unit News:* #1212 is under LCX; #411 has a new owner; #604 and 708 foreclosed. #711 and 1407 are nests for the roaches and are in the process of being bombed and cleaned. This should help the overall issue in the building. *Lobby:* We are waiting on the insurance money so that work can continue and Danny and Chow can be paid for work already done. John explained the delay in receiving these funds. John added that the lobby should be done next month, and the rest of the building by May 2018. All the floors are going to match the lobby in color scheme and will get new carpeting. *Finances:* The Special Assessment should bring in about \$80,000 but we are receiving \$57-58,000. Many owners have divided the payment into thirds. Last month's bills were \$17,000, a notable drop, due to the new cooling tower.

Questions from Owners: None.

Conclusion: At 8:21p the meeting was adjourned. The minutes were recorded and finalized by Traci Burton. The next meeting will be Wednesday October 18, 2017 at 7:30 pm in the office.

Barclay Towers Condo Association
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Board Meeting Minutes
November 15, 2017

Board Members in Attendance: Gary Polikoff, President; Traci Burton, Secretary;
Board Members: Joan Slagle, Matt Johnson, Margaret Rehman

Absent: James Dugan, Vice President; Board Member Laura Humphreys

Management: John Ross

Legal Representative: Gary J. Zangerle, Esquire

Gary Polikoff called the meeting to order at 7:29p.

October 2017 Meeting Minutes: Matt motioned to accept the October 18, 2017 minutes, Margaret seconded and the motion was passed.

Legal Update: None.

Manager's Report: *Risers:* All the walls are finished and work has started on the units affected by the leak. *New Hire:* He is working out great and is handling all the cleaning and vacuuming, freeing Danny up to handle other projects. He earns \$16/hour. *Billing:* \$22,000 in special assessment billing went out and thus far \$5-6,000 has come in. *Lobby:* The project is currently on hold due to a family emergency. We are still waiting on the insurance check; #204's insurance company has not paid, and neither has ours. When Gary Z. returns to work he will pursue #204's insurance company. *Exterminator:* #703 was visited by the State Health Inspector, as well as the Camden County Health Department, and the owner has been fined \$1,250 for the infestation of roaches and bugs. The state wants to inspect all of this owner's units. The unit has to be cleaned and the inspector is returning next week. To resolve the building-wide issue, the problem units have been identified and immediate and long term extermination plans have been made. *Miscellaneous:* No police activity. There is no meeting in December.

Questions from Owners: #1406: Asked about the bill for the damage to the elevator during his tenant's move-out several months ago. John had the bill and gave him a copy.

#1406 asked about his balance due and John explained the amount comprises of the special assessment and the elevator bill; there are no late fees.

#1406 asked about how to correspond with John and the board. He was provided with the e-mail address, the PO box and John told him to give a call, as well.

#802: Asked about the pest control and John reiterated the plans. Hers is one of the units with a problem.

#802 asked about the coupon books as she did not receive one last year. John said he hopes to order them within the next two weeks and announced that condo fees will not be raised next year.

Conclusion: At 7:59p the meeting was adjourned. The minutes were recorded and finalized by Traci Burton. The next meeting will be Wednesday January 17, 2018 at 7:30 pm in the office.

Barclay Towers Condo Association
www.barclaytowers.org
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Board Meeting Minutes
February 15, 2017

Board Members in Attendance: Gary Polikoff, President; Traci Burton, Secretary; Board Members: Margaret Rehman, Joan Slagle, Matt Johnson, Laura Humphreys

Absent: James Dugan, Vice President

Management: John Ross

Legal Representative: Gary J. Zangerle, Esquire

Gary Polikoff called the meeting to order at 7:33p.

January 2017 Meeting Minutes: The January 18, 2017 meeting minutes were reviewed, but not approved as discussion carried us away from this task.

Legal Update: We reviewed which units are being foreclosed. We will receive the \$12,000 from AT&T and have them drop the claim against us. Gary Z. distributed a status report on the collections in the building, which we reviewed and discussed. Gary P. explained that next month's Customer Balance Summary will show many of the units are down to zero. There are squatters in #711; John will have to probate the will to have them evicted.

Manager's Report: *Hot Water Heater:* We received two quotes of \$14,000 and \$15,000 to have this fixed. Danny now has his HVAC license and should be able to purchase the machine for \$7,000 and we will pay a couple thousand to have it installed, saving some money. *Miscellaneous:* Gary Z. will put a lien on Dennis' unit to get the money back as his family has stopped paying the condo fees. His unit is now rented and his \$25,000 loan to the building is being held at Republic Bank. The generator was fixed for \$6,000. The -01 and -09 riser lines will be fixed in April. We will be getting a new water heater as many units are now "on line" and paying.

Questions from Owners: None.

Conclusion: At 8:15p the meeting was adjourned. The minutes were recorded and finalized by Traci Burton. The next meeting will be Wednesday March 15, 2017 at 7:30 pm in the office.

Barclay Towers Condo Association
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Board Meeting Minutes
April 19, 2017

Board Members in Attendance: Gary Polikoff, President; Traci Burton, Secretary; Board Members: Joan Slagle, Matt Johnson, Margaret Rehman

Absent: James Dugan, Vice President; Board Member Laura Humphreys

Management: John Ross

Legal Representative: Gary J. Zangerle, Esquire

Gary Polikoff called the meeting to order at 7:34p.

March 2017 Meeting Minutes: Matt motioned to accept the March 15, 2017 meeting minutes, Margaret seconded and the motion was passed.

Legal Update: *Inspection Letters:* The state conducted a re-inspection and letters went out to owners regarding their units. Gary Z. explained that we are subject to the Multi-dwelling and Hotel Statute and that every 5 years we have an inspection. John and Danny have already fixed many of the items on the list, which is comprised mostly of carbon monoxide and smoke detectors, but some units have more substantial citations. The owners have received citations, but these letters do not explain how to comply. #613 is a Section 8 unit and has passed the inspections to maintain that status, but has failed the state inspection. A lengthy discussion ensued about the inspection process and possible appeals.

Manager's Report: *Risers:* The -01 and half the -09 walls are out. The pipes are here and will be installed next week. This will leave one more pipe to be fixed in the fall. *Unit News:* #213 is on the market. The sale of #512 fell through. #708, 411, 808 and 204 have foreclosed. #504, 1109, 807 and 311 have all sold. #403, 207, 711 and 1402 are the current "problem" units. #305 moved out. *Miscellaneous:* The special assessment payments are coming in. Woodruff Energy is our new gas company.

Questions from Owners: None.

Conclusion: At 8:22p the meeting was adjourned. The minutes were recorded and finalized by Traci Burton. The next meeting will be Wednesday May 17, 2017 at 7:30 pm in the office.

Barclay Towers Condo Association
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Board Meeting Minutes
October 18, 2017

Board Members in Attendance: Gary Polikoff, President; James Dugan, Vice President; Traci Burton, Secretary; Board Members: Joan Slagle, Matt Johnson, Margaret Rehman

Absent: Board Member Laura Humphreys

Management: John Ross

Legal Representative: Gary J. Zangerle, Esquire

Jim Dugan called the meeting to order at 7:34p.

September 2017 Meeting Minutes: Matt motioned to accept the September 20, 2017 minutes, Joan seconded and the motion was passed.

Legal Update: *Units:* #708 was purchased at the sheriff's sale before the foreclosure. There was one Title of Transfer to the new owner; this owner is responsible for only the September special assessment payment, not April's. #309 may go to foreclosure as she is not paying anything.

Manager's Report: *Pipes:* All the work is done and passed the inspection of the Fire Caulk Specialist, which cost \$1,500. *Heat:* The heat is on. The heating unit needs a rubber gasket replaced, which will cost \$172 and will be fixed on Friday. *Insurance:* John is getting quotes for the insurance company as the parking lot needs to be redone and the drainage needs to be corrected. There will be no patching. Also, the breaker panel in the office needs to be replaced by the end of this month. We are still waiting on the insurance money for the lobby and surrounding areas. *Gas Company:* Our contract with Woodruff is up in December and Matt has researched new contracts with them, getting quotes for one-, two-, and three-years. After discussion and comparing DTH costs with PSE&G and per each option with Woodruff, Jim motioned to renew with Woodruff for two years based on the price proposed within the contract. Margaret seconded and the motion was passed. Matt abstained as his contact is a friend, though he gains no financial benefit through this arrangement. *Miscellaneous:* #10 and 301 were bought by LCX. The CHFD wants the elevators inspected each year.

Questions from Owners: None.

Conclusion: At 8:13p the meeting was adjourned. The minutes were recorded and finalized by Traci Burton. The next meeting will be Wednesday November 15, 2017 at 7:30 pm in the office.

Barclay Towers Condo Association
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Board Meeting Minutes
June 21, 2017

Board Members in Attendance: Gary Polikoff, President; Traci Burton, Secretary; Board Members: Joan Slagle, Matt Johnson, Margaret Rehman

Absent: James Dugan, Vice President; Board Member Laura Humphreys

Management: John Ross

Legal Representative: Gary J. Zangerle, Esquire

Gary Polikoff called the meeting to order at 7:33p.

May 2017 Meeting Minutes: There are no minutes for the May 17, 2017 meeting as no formal notes were taken in the secretary's absence.

Legal Update: *AT&T:* In Gary Z.'s absence, John reported that there is a settlement with AT&T, but they cannot start the work until the agreement is in hand.

Manager's Report: *Flood:* #204's broken pipe flooded and ruined the lobby. The floor will be retiled, all the wood needs to be removed and the work will be done at night as it is a complex series of events, that includes shutting down one elevator at a time. This unit is owned by the bank, who is responsible for the repairs. *Cooling System:* The motor is due tomorrow and the system should be working by Monday. There is a 3 year guarantee on the motor. *State Inspection:* We are paying the fine at \$1,000 a month for 12 months. When the next report is done in 2020, letters will go to the owners with units on the list and it will be their responsibility to fix the violation and/or pay the fine. *Miscellaneous:* Landscapers cleaned up the flower beds in the front of the building. Each floor now has a plug-in scent by the -04 unit. We are hiring someone to vacuum hallways and to mop the lobby and the elevators; relieving Danny of these duties will allow him to handle the more involved jobs within and around the building.

Questions from Owners: None.

Conclusion: At 8:25p the meeting was adjourned. The minutes were recorded and finalized by Traci Burton. The next meeting will be Wednesday July 19, 2017 at 7:30 pm in the office.

Barclay Towers Condo Association
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Board Meeting Minutes
January 18, 2017

Board Members in Attendance: Gary Polikoff, President; James Dugan, Vice President; Traci Burton, Secretary; Board Members: Margaret Rehman, Joan Slagle

Absent: Board Members Laura Humphreys and Matt Johnson

Management: John Ross

Legal Representative: Gary J. Zangerle, Esquire

Gary Polikoff called the meeting to order at 7:31p.

November 2016 Meeting Minutes: Jim motioned to accept the November 16, 2016 meeting minutes. Margaret seconded and the motion was passed.

Legal Update: John reported that units 311, 708, 411, and 1109 are being foreclosed. #911 is changing hands; #1212 promised to pay association fees; #214 has started paying. Gary P. explained to the owners attending why the foreclosures are good for the building. Gary Z. had no report.

Manager's Report: *Backup Generator:* John was given a quote for \$68,000 to have this fixed. We paid \$6,000 to have the electric wires replaced, and Danny found the part we needed to fix the generator on eBay for \$750. *Hot Water:* The hot water heater has exposed copper pipes and when the temperatures dipped below 20 degrees, they froze. The water passing through them turned cold, and the cold water was pumped through the building. Danny and John are looking for insulation for these pipes. *Risers:* The -01 & -09 lines need replacing and that will cost \$48,000 for each riser and \$17,000 to repair the walls. The work should begin in April/May. *Miscellaneous:* We passed the fire inspection. The elevator cabins need general maintenance. We are paying down PSE&G. Water bill was paid in full. Security bill paid. #303 had a flood when the pipe leading to her toilet cracked. No police activity. John shared his plan to combat the roach issue: have the exterminator go into each unit starting on 15 and working down the building, driving the bugs down and out.

Questions from Owners: The new owner of #309 introduced herself and had several questions: 1) Who can come to the monthly meetings? Any owner in good standing. 2)

She shared that her son has autism and expressed concern that he may touch the heater coils (given to each unit affected by the lines -01 & -09 being shut off) and burn himself. John told her to buy a protective screen and the association will reimburse her. 3) She was not notified of the painting in her hall, nor did she see any signage warning of wet paint, and got paint on her clothes. Other owners indicated that there was no notice letting us know which floors would be painted when, and many were caught off guard. In future, a notice will be posted letting residents know when their floors will be painted, which will allow us to plan accordingly. 4) She asked for the number for security, citing the example of someone breaking in. John gave her the number for the BTCA office (856-429-1147), which is answered by the men at the desk, but in the case of an emergency she is to call 911.

Conclusion: At 8:09 pm the meeting was adjourned. The minutes were recorded and finalized by Traci Burton. The next meeting will be Wednesday February 15, 2017 at 7:30 pm in the office.