

House Committee Meeting Minutes
Monday, February 10, 2020
7:00 PM

Attending: Jim McAllister, Chair, Wendy McLeod, Manager, Clare Costello, Sharon Havens, Bill Martin, Dick Davis, Mary Katherine O'Connor, George Thompson, Becky Clarke and Kenn Ward

Residents Attending: Cora Semmes Bryce (903), Jim Matthews (901), Louise Briere (909), Linda Walter (610), Jean von Shilling (704), Gil Murray (1210), Patti Braswell (612), Mary Kay Wakefield (1110), Jay McNamara (908), Jeri Yeatts (1208), Mari Droney (703), Deborah Bowser (206)

Reserve Study. For 2020

1. 11 – Stack Caulking Repairs - work in process
2. Four Points – on hold till cost of other reserve projects are determined
3. Pool Lattice – waiting for vendor to finish other job. Supplies are here
4. Lobby HVAC – James River Air was selected at last board meeting. Will occur in late March or April. This project will be less than budgeted.
5. Sub Transformers – four quotes provided by vendors. Kenn Ward asked about warranty on parts and labor. Wendy stated normal warranty prevails across bids. Specs according to Martin were generic and OK. Wendy will confirm warranty before board meeting in March. Kenn moved that Wendy will confirm warranty and not be less than other vendors but House committee moves that Davis and Green get the bid. Seconded by Bill Martin. Motioned Carried. MKO suggested that Fanning was a poor bid. Need to consider this for future quotes. There could be savings on transformers as accepted bid is less than budgeted.
6. Concrete Swale – in North West Corner – Tate gave two quotes one for plastic (\$6665) and one concrete (\$7800), Rapp gave one quote– concrete (\$6565). Discussion ensued about lack of depth and consistency between quotes. Bill Martin suggested needing more info. Go back to both and get more information. Bill Martin volunteered to meet with contractors and liaison with Wendy and contractors. Jim Matthews agreed with Bill's suggestion. Moved to table discussion by Kenn Ward and seconded by MKO. Motion carried. Sharon suggested Jim Matthews be involved as well as Bill Martin. Wendy suggested that the contract be voted on by email before Board meeting. Consider budget when deciding.
7. Sump Pumps in basement - only one of the two are working. Three quotes provided. Bill Martin felt the quotes did not comparing apples to apples. Dick stated that there is probably ground water seepage as well as overflow so sump pumps are needed in basement. Jim not comfortable with one quote that only replaces one pump. George Thompson motioned Stemmler be accepted. Seconded by Bill Martin. Motion carried.
8. B- Wing Door Automatic – Whitecom Systems, American Lock and Key and Assa Abloy quotes. Wendy will confirm warranty. Sharon moved to approve Whitecom and seconded by MKO after warranty confirmed. Motioned carried.
9. B- Wing ramp Wendy has one quote will obtain more.

10. A/B Wing Awning Fabric replacement tabled after cleaning fabric improved appearance will revisit in few months
11. Lobby Door – Colonial Door and Glass have ordered new closer so we can repair as an operations expense and move replacement to when store front is replaced.
12. Decorative and Directional Signage one quote already waiting on others as reported by Kenn Ward.
13. Security Desk – concept has been approved and quotes are being requested.
14. Security E-Key Box we have three quotes. Waiting for Desk renovation to do this.

WAC Window Advisory Committee Report – Bill Martin reported on surveys and included in report. Jim Matthews reported on inspections. Each unit will be inspected and compared to surveys. Linda Walter said inspection was a good idea. George said the committee will be working on this every day. George is preparing to call consultant and will follow up with house.

SESC action list sent to Wendy to obtain estimate of cost. Meeting February 26th to discuss findings. Will bring back to house in April.

Reserve Funding % Discussion. Wendy stated that it is a state code requirement to disclose % funded. How to determine % funded was discussed. We are between 11 and 14% funded with windows or 30 to 33 % funded without windows in reserve plan. Wendy mentioned that how much we should have has not been determined. Clare Costello mentioned that it should be higher. Will check with Reserve Study people about a reasonable goal for our % funded. Sharon Havens suggested redistributing HOA fee to allow more money to reserves taking away money from operations. Clare Costello mentioned there would be an article in the newsletter regarding reserve funding and % funded.

Next House Committee Meeting will be Monday, April 13, 2020 at 7PM in Club Room

MKO moved to adjourn and Dick Davis seconded. Motion carried.