

Woods Manor Condominium Association

Board of Directors Meeting  
Fri., August 31, 2012  
1:30pm  
Woods Manor Clubhouse

Call to Order: 2:15

Approval of Agenda

- Michael Walzak introduced himself to the Board. He described his experience and history with Four Seasons. He is the meeting representative to the Board from Four Seasons.

Approval of Minutes July 8, 2012

- Chuck motioned to approve the minutes from the last meeting, Larry seconded, all approved, noting that an addendum would be written to correct the misconception about the accounting for the painting payment.

Maintenance Report:

WMA

- Service call was required to repair the A building garage door after someone hit it with their roof rack, cost \$126. Options to avoid this kind of problem were discussed.
- Replaced some baseboard trim in the Clubhouse.
- Completed weed spraying, downspout reattach, luggage cart wall bumper adjusted, annual meeting preparation.

WMI

- Several service calls required for washers/dryers (B203, B102).
- Replaced trim in B204.
- Toilet valve replaced, leaky kitchen sink repaired, garbage disposal replaced.
- Several items not in financials yet because the books have not yet been reconciled for the end of the month, the statements will change.

Financial Report:

WMA

- The Insurance is paid in 10 monthly installments; paid off in 2 more months.
- Balance Sheet – the negative equity figure for retained earnings will be checked. Michael & Jolene (CPA) will investigate and report to Larry.
- \$7,078 is required to repair elevators. Four Seasons negotiated a reduced charge.
- Hot Tub upgrade - \$1,700 approved. Larger breaker is required at the cost of an additional \$400-500.
- Sprinkler blowout preventer replaced; also not in budget but required. Cost - \$4,075.

WMI

- \$49,000 available for 2012 operating cash. Average expenditure is \$10,000 per month.
- \$21,000 available in reserves. Furniture already paid for. Painting still to be done and billed at \$9,000, leaves \$12,000 available.
- Michael will check the July postage expenditure and report to the Board.
- Website access notice sent to owners.

Chuck motioned to accept financials, Larry seconded, motion passed unanimously.

Old Business

- WMA Exterior Painting Loan: Woods Manor CPA advised the Board that it is permissible to pay for this work from the WMA reserve account. Thus, borrowing from the reserve account was not necessary. Four Seasons will adjust the financials accordingly.
- Thyssen-Krupp elevator contract signed; work to be completed in September; \$7,078 due upon completion; deposit waived. Thank you Four Seasons for negotiating a reduced cost.
- Valve replacements: \$350 for two bath units + \$75 for toilets = \$425. A letter will be drafted to whole owners offering replacement of valves for hot water heaters, washer/dryers, bathrooms, toilets, kitchens. The current fittings are showing their age, replacement would eliminate possibility of costly repairs which are the responsibility of individual unit owners. Clubhouse, House and time share units valves are authorized to be replaced. Contractor will be requested to offer reduced price if more units are added to the job. Larry motioned to finalize the pricing, Karen seconded. All approved.
- Water heaters: Include in letter to whole owners requesting consideration that water their heaters may need to be replaced. Bradford White bid for 50 gal tanks is \$1,000, 60 gal is \$1,700. Price is for 6 heaters. Price may be reduced pending number of heaters ordered. Michael will check this.
- Washer/Dryers in time share units: 3 are original Kenmores, rest are newer Maytags, all have required service. Prices quoted from Sears and Greer Appliance is \$1103 and \$1190 respectively. Price from Sears is better, but requires ordering 10. Replacement will be offered to whole owners.
- Bed Bug covers: Costs obtained by Michael -- \$325 for a king mattress set, \$3,090 for all beds in 6 time share units except for Murphy and sofa sleepers. Board requested additional bids.
- WIFI transmitters (towers): More towers would not correct issue of low bandwidth at certain times of high use. Our provider, Resort Internet, has increased bandwidth but doesn't guarantee possibility of slow connections due to the volume of people streaming movies. Decided to ask Comcast for a bid on coverage. Michael will check our current contract and contact Comcast.
- Unit Window issues: Four Seasons has obtained estimates to replace glass, screens, cranks and weather stripping as needed. One bid for stripping would use a composite material purported to deliver better longevity. Requested Michael to get a price from AWS. Board agreed to include "window issues" on the agenda of the next Board meeting.
- Asphalt repairs: Chuck recommended companies to Lisa to contact. Jay could meet with company representatives. Asphalt Coating Company submitted a total bid of \$17,155 (replace and repair pan at sidewalk, do 100 infrared patches of 5x7 each, and sealcoat all the asphalt). Projected completion by mid-September this year. Michael presented a bid from Double M Asphalt & Coating, Inc. for the same scope of work requested. Board questioned this bids proposal of milled areas being replaced with only 2 inches of asphalt. Chuck made motion to approve ACC total package, Lisa seconded. All approved. Jay will discuss possibility of lower price for total package rather than breaking it up over 2 years as originally bid. He will also request payments options. Project will be funded from WMA reserve account.
- Time Share Units' interior painting: contract signed with Place Painting to do all 6 time share units and the House. Oct. 29 manager's house to be painted and units 101 & 304; remaining units to be completed during maintenance week beginning Nov. 3.
- Key pad locks: Four Seasons obtained estimate for exterior doors to Clubhouse at \$1,100/door. Pad could be programmed for a key override and auto timer. Discussed allowing whole owner to install one if they *donate* the keypad lock to the HOA, always keep Four Seasons informed of the combination, and agree to pay for any repairs/replacements required. Owners may rekey their lock at any time, at their expense, if they key it to the building's master.

New Business:

- 2013 Capital improvements/budget planning will be worked on.
- Time Share units' fall maintenance week Nov 3 – 9 -- complete painting, replace tub/shower caulking, carpet cleaning and other work as needed.
- Door Seals: Some unit doors to hallways need new seals. Michael will research materials/costs for the Board's consideration.
- Owners' Requests – none
- Appointed Larry Brutlag to be liaison to BC collection services.
- Other: Discussion of new HOA bill and record keeping requirements. Discussed cost of an audit, a formal review, or compilation. Compilation option was not deemed useful. The most recent review was done when the new management company was hired. Options and funding considerations will be discussed further.

Next Bd. Meeting: Sat., October 13, 2012, 1 pm, Woods Manor Clubhouse.

Adjournment: 6:00 pm.