

**SILVER RIDGE CONDOMINIUM  
BOARD OF DIRECTORS MEETING  
JANUARY 25, 2017**

**CALL TO ORDER:** President Joan Meadowcroft called the meeting to order at 6:30 p.m. The following Board members were present: Michael Clisham, Chet Dembeck, Paul Coleianne, Greg Gummer, Pat Sibiski and Edith Smith, Margaret Bell represented Brodie Management.

**APPROVAL OF MINUTES:** Approval of the minutes from the October 2016, Board of Directors meeting was put on hold pending review.

**PRESIDENT'S REPORT:** President Joan Meadowcroft submitted the President's report for January 2017. Highlights of her report follow:

- The community looked beautiful with all the holiday lights and decorations. All holiday decorations must be removed no later than January 14, 2017.
- Two new Board members were introduced. The new members are Chet Dembeck and Michael Clisham. Joan thanked them for stepping up and joining the Board to help maintain the standards of the community. The Board is planning many community wide improvements in 2017.
- Starting with Bldg. 1 (3800 - 3802 Wean Drive) the common area ceiling lights will be replaced with new energy efficient lighting. The new LED light fixtures will cost approximately \$8,200 per building. This upgrade will help the community realize a savings in electric costs. After the light fixtures have been replaced the interior painting will be completed. Margaret is in the process of soliciting bids for this project. This will be a yearly project until all eight building have been upgraded.
- The railings in front of Bldg. 6 and Bldg. 7 Hannon Court (3901 and 3907) will be repaired in the spring.
- Chris Pasko (Precision Landscaping) has been advised to continue the snow plan that has been used in prior years. However, blizzard conditions may call for changes. If so, this would be announced on the One Call System.
- The common area windows are scheduled be cleaned in all buildings this spring. Power washing areas throughout the community that are in need of cleaning will also be done in the spring. Notification for both will be sent once the dates are confirmed.
- The Silver Ridge decks will be power washed and sealed, which will complete the band board and deck board replacement project.
- The Perry Brook decks may be a large project due to rotted boards and peeling paint. To assure the right decision is made, the Board will interview several contractors for their recommendations. The tan support columns will be scraped and repainted.
- BGE is replacing the parking lot fixtures at no cost to the community. This replacement should make the parking lots brighter.

- The Board is aggressively working on a Silver Ridge Condominium website. This will be a very exciting tool for residents to use and helpful in promoting the community.
- The Silver Ridge Condominium blue book is being updated and will be mailed to all residents when completed.

**TREASURER'S REPORT:** Treasurer Paul Coleianne submitted the financial report for the period covering December 31, 2016. The cash balances are as follows:

• Cash – Community	\$ 34, 595
• Community Replacement Fund	\$460,235
• Elevator Replacement Fund	\$126,276
• Total Replacement Fund	<u>\$586,510</u>
• Total Cash Available	\$621,105

**Pat Sibiski made a motion to accept the treasurer's report as submitted and Edith Smith seconded the motion. All in favor/none opposed. Motion carried.**

**OPERATIONS REPORT:** Margaret submitted her monthly operations report. Highlights not included in the Presidents Report are as follows:

- Notice of Board Meeting was mailed to Building Reps to be posted.
- Carroll Landscaping completed three retaining walls and repaired the cap at 3800 Wean Drive.
- The Board is working on an approved decorating plan for the Silver Ridge common area alcoves. Many have full patio and living room sets in the areas. The areas with two small chairs and a table look the best.
- The following work has been completed:
  - Drainage Swale (Along north side of 4100 Chardel) - \$17,152.86
  - Drainage Issue (North side of 4100 Chardel) - \$20,867.14
  - Back of 3802 Meghan – Completed
  - Back of 3902 Meghan – Sidewalk and retaining wall - completed.
  - Entrance sign on Danshire and Chardel Roads was landscaped.
- Tree trimming community-wide was complete
- All common area doors were repaired and painted, two doors were replaced. Another door will be replaced in back of 3905 Darleigh.
- In response to a letter sent to all alternate addresses regarding the requirement that a copy of a lease must be provided to management we have received many leases. A reminder letter was sent to those who did not provide a lease. A hearing will be scheduled for those who continue to not provide a copy of the lease.
- In response to a unit owner's question regarding preventing carpenter bee infestation Al, from All Star Pest Management, said that there is no way to pre-treat for the bees. His recommendation is to treat each hole as they occur (they treat and fill the hole) or replace the wood with a composite type board. Karl Knutsen (KEG Engineering) asked that we send him pictures of the carpenter bee damage for evaluation. Greg Gummer will provide the pictures.

- Waterproofing was completed at 3800 Meghan, #A by Parravano & Sons. Interior repairs were completed by Phoenix Restoration.
- A unit owner requested an additional handicap parking space in front of 3802 Meghan. Since he already parks one vehicle in front of the building the Board discussed and voted to deny the second handicap space.
- A quote was submitted by Bill's Portable Welding to repair the damaged areas on the front railing at 3907 Hannon. This is for repairs only – not replacement of the railing. Once repaired the railing will be painted. Cost is \$1,360.

The cleaning contract with RSJ Cleaning Services terminates in June. Attached is a renewal extending the contract through December 31, 2017 with no increase. In response to a recent email regarding concerns about the cleaning company not doing a good job in the stairwells, I addressed the issue with Shawn. We will meet to inspect.

**Architectural Request:** The following request has been received:

- 3905 Darleigh, #3F – sliding door replacement. Approved.

**Resales:** Resale Certificates have been requested for the following units:

- 4106 Chardel, #2G
- 3901 Hannon, #1F
- 3800 Meghan, #1B

**ADDITIONS, CHANGES AND COMMENTS TO OPERATIONS REPORT:**

**Pat Sibiski made motion to approve the cleaning contract with RSJ Cleaning Services through December 31, 2017 (with no increase) Greg Gummer seconded the motion. All in favor/none opposed. Motion carried.**

**Pat Sibiski made a motion to approve the contract for Mez Electric for the new upgraded lighting in Bldg. 1 at an approximate cost of \$8,200. Paul Coleianne seconded the motion.**

A rule requiring all pets be registered was suggested. This will be discussed at a future meeting.

The fencing along the shopping center parking lot is in need of repair. Quotes are being obtained for this work.

Cracks in the concrete would be repaired in the spring.

**OPEN FORUM:**

It was noted that former Board Member Paul Plott passed away. Paul served as Secretary during his term.

Building 1 – Rain water is collecting and pooling near bottom of downspout. Margaret will investigate.

Building 2 – The outside railing is rusty. Margaret will investigate for future painting.

Building 3 – Trash corral is very messy and needs to be cleaned and swept. A light fixture has been left in the storage room. Margaret will have it removed.

Building 4 – 3800 inside light is out. Elbow extension is off the rain gutter.

Building 5 – Report has been submitted.

Building 6 – N/A

Building 7 – N/A

Building 8 – Updated pages in the blue book should be dated. Margaret said the first page will be dated. Owners will replace all the pages.

**ADJOURNMENT: Pat Sibiski made a motion to adjourn the meeting and Paul Coleianne seconded the motion. All in favor/none opposed. The meeting was adjourned at 7:30 p.m.**

Respectfully submitted by:

Maria Tracey