

**SILVER RIDGE CONDOMINIUM
BOARD OF DIRECTORS MEETING
FEBRUARY 28, 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, Paul Coleianne, Chet Dembeck, Greg Gummer and Pat Sibiski. Edith Smith was unable to attend. Margaret Bell represented Brodie Management.

APPROVAL OF MINUTES: The minutes from the October 25, 2016 and January 25, 2017 Board of Directors meetings were presented to the Board for review. **Pat Sibiski made a motion to approve the October 25, 2016 minutes and Greg Gummer seconded. All in favor/none opposed. Motion carried.**

Paul Coleianne made a motion to approve the January 25, 2017 minutes and Pat Sibiski seconded. All in favor/none opposed. Motion carried.

PRESIDENT'S REPORT: President Joan Meadowcroft thanked everyone for attending. Thanks to Chet Dembeck for creating the Silver Ridge Condominium website. She urged owners to visit the website at silverridgecondominium.com. Community events, units listed for sale, governing documents, etc. will be listed.

TREASURER'S REPORT: Treasurer Paul Coleianne submitted the financial report for the period covering January 31, 2017. The cash balances are as follows:

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|------------------------------|------------------|
| • Cash – Community | \$ 59,265 |
| • Community Replacement Fund | \$460,636 |
| • Elevator Replacement Fund | \$127,204 |
| • Total Replacement Fund | <u>\$587,841</u> |
| • Total Cash Available | \$647,105 |

Pat Sibiski made a motion to accept the Treasurer's report as submitted and Greg Gummer seconded the motion. All in favor/none opposed. Motion carried.

OPERATIONS REPORT: Margaret submitted her monthly operations report. Highlights are as follows:

- Power washing Silver Ridge decks on hold until spring
- The back door at 3905 Darleigh Road was replaced.
- Joan, Greg and Margaret met with Joe Coleman (contractor) and David Norwicz (Sherwin-Williams) to inspect several decks. Joe commented that the decks are in fairly good condition considering the age. The Board will be meeting with Joe Coleman to discuss a plan of action.
- A committee has been established to inspect all alcoves to determine what is acceptable to be placed in the common areas. Recommendations will be forthcoming.
- Margaret is still waiting on a response from BGE regarding replacing the lights on the BGE poles throughout the property.

- Most unit owners who lease their units have complied with the letters requesting copies of leases. Brodie will provide a list of those owners not in compliance. Those owners will be summoned to a hearing.
- Common area window cleaning by Multi-Corp is scheduled for April 4th.
- In response to concerns from a unit owner, Joan, Greg and Margaret met with Joe Coleman to inspect carpenter bee damage to the deck joists. Joe advised that the decks are sound and not in danger of collapsing.
- The damaged railings at 3901 Hannon and 3907 Hannon will be repaired in the spring by Bill's Portable Welding.
- The new light fixture has been installed on the first floor of 3800-3802 Wean Drive. Mez Electric is working on the rebate paperwork to be submitted to BGE.
- After the lights have been installed in 3800 – 3802 Wean, the building will be painted. Brodie is in the process of obtaining quotes.
- Brodie Management is working on updating the Blue Book.
- In response to complaints from a unit owner, Margaret met with Shawn Ryan from the cleaning company.
- Margaret met with Rebecca Pelletier, Property Manager for the Perry Hall Square Shopping Center, and a representative from Long Fence. Rebecca is working on having 130 ft. of the fence between the shopping center and the condominium replaced. Repairs to the walkway from the Perry Brook section to the shopping center were also discussed. This would be a condominium responsibility but permission is needed from the shopping center management.
- Margaret is investigating remote programming for the intercom system.
- The State required Third Party Inspection of the elevators is scheduled for March 10th by Aberdeen Elevator. Margaret will accompany the inspector, Don Eckhart, to the buildings.
- Proposals from Northeast Contracting were presented to the Board of Directors for roof replacement (\$65,325 per building) and gutter/downspout replacement (\$14,960 per building) at 3905 Darleigh Road and 3901 Darleigh Road and roof repairs (\$7,765) at 3901 Hannon Court. Margaret was able to negotiate a 5% discount with Northeast Contracting. **Paul Coleianne made a motion and Greg Gummer seconded to accept the proposals from Northeast Contracting for roof, gutter and downspouts replacement at 3905 and 3901 Darleigh Road and roof repairs at 3901 Hannon Court at a cost of \$168,335. All in favor/ none opposed. Motion carried.**

OPEN FORUM:

It was suggested that residents with multiple vehicles park only one vehicle in front of the building. All other vehicles should be parked across from the buildings.

Don Ravadge stated that stairwells are not being cleaned by the cleaning company in 3907 Hannon Court. Margaret said she met with the Shawn Ryan to address the issue. He complimented the contractor (The Extra Touch) on the good job being done on ceiling repairs in both stairwells from roof leaks. Although there is ceiling damage to his unit, he does not want the repairs made.

Herb Ruth suggested that residents purchase an alarm that are installed on the water heater and sets off an alarm in the event of a leak. This can be purchased at Home Depot. It was mentioned

that water heaters should be drained annually to prevent rust. The life expectancy of a water heater is ten years.

A unit owner asked if the Silver Ridge Condominium is FHA certified. Margaret advised it has FHA certification through April 4, 2018.

A unit owner questioned who was responsible for the deck repairs that will be done on both sides of the property. She was advised it is a condominium responsibility.

A unit owner questioned the article in the newsletter pertaining to delinquencies. There was a concern that unit owners are paying for owners who are not paying the assessments. Paul explained the collection policy:

- 15 days late – Brodie sends a Late Letter
- 30 days late – Brodie sends an Attorney Warning Letter
- 45 days with no payment – Account turned over the attorney for collection
- Once the attorney receives the account a Demand Letter is sent advising of amount due and deadline to pay
- Failure to pay - Lien filed on account
- Last step – Foreclosure process started

Mike Clisham and Greg Gummer inspected the interiors of the buildings for violations. During the inspection they noticed apparent water infiltration in the storage room of 4104-4106 Chardel Road. A contractor will be asked to inspect to determine the cause.

There is evidence that someone tried to break into some of the common area doors in several buildings. Herb Ruth suggested installing “jimmy guards.” Residents are urged not to let anyone they don’t know into the buildings.

ADJOURNMENT: There being no further business Greg Gummer made a motion to adjourn the meeting and Michael Clisham seconded the motion. All in favor/none opposed. The meeting was adjourned at 7:28 p.m.

Respectfully submitted by:

Maria Tracey