

**SILVER RIDGE CONDOMINIUM
BOARD OF DIRECTORS MEETING
MARCH 28, 2017**

CALL TO ORDER

Board President Joan Meadowcroft called the meeting to order at 6:30 p.m. The following Board members were also in attendance: Michael Clisham, Paul Coleianne, Chet Dembeck and Greg Gummer. Margaret Bell was present representing Brodie Management. Pat Sibiski and Edith Smith were unable to attend the meeting.

APPROVAL OF MINUTES

Paul Coleianne made a motion to accept the February 28, 2017, minutes as submitted and Chet Dembeck seconded the motion. All in favor/none opposed. Motion carried.

PRESIDENT'S REPORT

President Joan Meadowcroft submitted her monthly report. Highlights of her report follow:

- Please hold all comments until the end of the meeting. Comments can be made during the "Open Forum" portion of the meeting. Building reps and people representing a building please bring your written comments/concerns with you and leave with the Board or email/call Brodie with your comments/concerns.
- Hopefully there will not be any more snow or ice. Snow removal is very costly for our community. A resident voiced concern about why one side of the community is cleared before the other side. In the past, the plan was that alternate sides of the community would be cleared during snowstorms. The cost of using two trucks for snow/ice removal is being investigated.
- Northeast Roofing will start work on 3905 Darleigh Road sometime this week. Brodie Management will advise Frank Delaney of the start date.
- 4100-4102 Wean Drive paperwork for the new lights has been completed. We are waiting for the lights to arrive. The building is scheduled for interior painting after the lights have been installed. The current plan is to replace the interior lights in all eight buildings.
- Window cleaning is scheduled for April 4th.
- The spring inspection is scheduled for April 8th at 9:00 a.m.
- All residents are reminded there is no reserve parking for vehicles. This includes vehicles with handicap tags.
- Several interior storage room doors and the Meeting Room door appear to have been damaged from someone attempting to break-in. If anyone sees anything that looks out the ordinary please call Brodie or the police. Do not approach them. At this time we have not been able to determine how they are gaining access to the buildings. Please be aware of whom you are letting into the building at all times.
- The new website can be accessed on <http://silverridgecondominium.com>. Thanks to Chet Dembeck for a great job.

TREASURER'S REPORT

Treasurer Paul Coleianne submitted the monthly financial report for the period covering February 28, 2017. Balances are as follows:

Cash – Community	\$39,881
Community Replace Fund	\$497,303
Elevator Replacement Fund	\$129,030
<u>Total Replacement Fund</u>	<u>\$626,332</u>
Total Available Cash	\$666,213

MANAGEMENT REPORT

Power Washing S/R Decks: On hold until spring

Perry Brook Decks: The Board will meet with Joe Coleman to discuss the plan of action.

BGE Lights: Shelly Pontier, the BGE contact person, has finally returned from sick leave. Margaret said she has been advised the fixtures have been ordered and will be installed as soon as they arrive.

New Interior Light Fixtures: Mez Electric installed the 2nd light fixture. BGE has granted the \$810 rebate. Additional light fixtures have been ordered and will be installed as soon as they arrive.

Interior Lights: Margaret is investigating the cost for the condominium to purchase the light fixtures for the remaining buildings and the cost for installation.

Lease Requests: Four owners have not yet supplied the required leases for their rental units. If the leases are not submitted the owners will be summoned to a hearing.

Damaged Railings: Bill's Portable Welding will repair damaged railings in the spring.

Painting: Siskos Painting Company submitted a proposal to paint the common areas in 3800 – 3802 Wean Drive. The cost would be \$10,500. Several other contractors are also bidding on this job.

Blue Book: Margaret reported that she and Phaedra are working on the Blue Book. The Bylaw Amendments will be included.

Shopping Center Fence: Becky Pelletier reported that the shopping center fence will be repaired, not replaced.

Intercom System: The Board is investigating different options for programming key fobs and owner information.

Third Party Elevator Inspection: Margaret stated she met with Don Eckardt (Aberdeen Elevator) when he did the 3rd Party Inspection. Minor repairs were reported to Thyssen. The condominium is responsible for having the metal portion of the elevators in the pits painted in Buildings 5, 7 & 8. Margaret noted that she requested a quote from Thyssen for the elevator shutdown and return to service. Owners would be notified in advance when the work is scheduled.

Roof Repairs: The roof repairs at 3901 Hannon Court have been completed.

Roof/Downspout/Gutter Replacement: Downspouts and gutters were replaced in 3905 Darleigh Road and 3901 Darleigh Road.

Roof Replacement: Roof replacement has been completed on 3901 Darleigh Road. There was an additional charge of \$64 to place plywood. Margaret said she is waiting for Northeast to schedule the start date for 3905 Darleigh Rd.

Roof Inspections: Northeast Contracting submitted a quote in the amount of \$600 to inspect the roofs on the Silver Ridge side. **Paul Coleianne made a motion to accept the bid and Greg Gummer seconded the motion. All in favor/none opposed. Motion carried.**

Storage Room: Michael Surface inspected the storage room at 4104 – 4106 Chardel Road for water infiltration. He submitted a quote to remove the damaged drywall, paint the wall with dry lock, remove and replace insulation, replace drywall (sand and spackle – no paint) clean gutter in the area and direct water flow away from the building at a cost of \$1,797. **Greg Gummer made a motion to approve the project and Michael Clisham seconded the motion. All in favor/none opposed. Motion carried.**

Margaret said she would contact Michael Surface and have him inspect the storage room in 4100 – 4102 Chardel Road. Michael Clisham requested the storage lockers be inspected.

Property Inspection: The annual property inspection is scheduled for April 8th beginning at 9:00 a.m.

RESALES

Resale Certificates have been requested for the following units:

- 3901 Darleigh Unit 2E
- 4100 Chardel Unit 3B
- 3800 Meghan Unit 3C
- 3800 Wean Unit 2A

OPEN FORUM

Unit owner inquired about procedure for replacing the retaining walls. Margaret replied the walls are replaced on "as needed" basis. Retaining walls will be inspected during the spring inspection.

Unit owner asked what was being done about dogs over the 20 pound weight limit, pet owners not cleaning up after their dogs and dogs being off leash. Margaret advised that owners need to document and report issues to Brodie Management for follow-up.

Unit Owner inquired about having the holes caused by the carpenter bees plugged. She has spoken to someone who reported that they have had success with having the holes plugged. Margaret said she would speak to the exterminator.

Unit owner advised Margaret that there are loose stair treads in her building. Margaret will investigate and have the treads repaired or replaced.

Unit owner discussed the lack of accessible parking near his building. He said residents often park two cars in the front of the building. Joan and Greg said the issue has been noted and they will investigate this during the spring inspection. Unit owner said he is willing to help develop a more equitable solution.

Unit owner inquired about the tall grasses that block the view around the satellite parking area across from 3905 Darleigh Road. Margaret will meet with Chris Pasko to inspect the area and draw up a plan.

Unit owner asked whether the cleaning company was supposed to clean the trash corrals. Someone spilled grease on the corral floor. Margaret advised this is not part of the cleaning contract. Greg said the corral would be inspected during the spring inspection. In the past, unit owners have cleaned the corrals closest to their building.

Unit owner requested the window wells be cleaned after the roof replacement has been completed. She noted that scrap material accumulates in the window wells. Margaret will advise the roofer to clean window wells at the end of the replacement.

ADJOURNMENT

Greg Gummer made a motion to adjourn the meeting and Paul seconded the motion. All in favor/none opposed. Motion carried.

Respectfully submitted by:

Maria Tracey