



Condominium Association Newsletter

QUALITY LIVING IN THE HEART OF NOTTINGHAM

WINTER EDITION
2018

Message from Our President

Winter has arrived with the extreme cold weather and even a recent record-breaking, unexpected heat wave!

Still, I encourage you to be proactive when the cold weather returns, as it most certainly will. One way is to keep your closet doors open on the outside walls of your unit. Let the heat into your closets and the sprinklers pipes should not freeze and break, causing thousands of dollars in water damage to you and your neighbors.

We sent you several ONE CALLS via email and phone reminding residents to open their closet doors on the outside walls of their units when the temperature drops.

I'm thanking you in advance for closely monitoring this matter.

Opening on Our Board

There has been a change with our members on the Board of Directors. In the best interest of his family, Chet Dembeck has resigned from our Board. A special thanks to Chet for his expertise with getting our website up and running and redesigning our newsletter, plus his insightful thoughts.

Chet will be missed. *This means there is an open spot on our Board!* This is great opportunity for someone interested in helping our community, as well as a chance for the right person to learn the inner workings of how a great condominium association operates! All of those interested in being considered for this open

position on the board should contact the Board at your earliest convenience.

NEED INTERCOM PROGRAMMER

We have an immediate opening for tech or non-tech person to program "intercoms units and key-fobs". No experience necessary; all materials and tech support provided; stipend provided per job.

Cleaning Contract Renewed

The RSJ Cleaning Company's contract has been renewed for a period January 1, 2018 through December 31, 2020. **There will be no increase** in our cost for 2018, a small 3% increase in 2019 **and no increase in 2020.**

Addressed Cleaning Concerns

The Board met with the owner of the company and the Board was assured that high power industrial vacuums are used. The weekly duties are enclosed in this issue. If you have any concerns/issues regarding the RSJ Cleaning Company, call Brodie Management, please do not discuss with their employees.

Cleaning Contact Specs

Some of you have asked what cleaning services are covered in our contract.

In the spirit of full transparency, here are the specs of our cleaning contact:

Services to be provided weekly:

- Vacuum all common area hallways
- Wipe down hand railings, stairwell doors, fire extinguisher cabinets, fire alarm boxes, exit lights and window sills (inside and out on 1st floor level)
- Clean elevator tracks
- Clean and wipe all elevator walls with stainless steel cleaner
- Wet mop elevator floors every week - may use Swiffer -type product.

- Clean entrance glass inside and out.
- Dust all lobby furniture, cluster mailbox surfaces and ledges.
- Remove junk mail from buildings.
- Sweep walkways to front of building.
- Sweep parking lot gutters/police trash corrals.
- Remove trash from grounds

Services to be provided two times per month:

- Wet mop stair treads to remove heel marks, tar, etc.

Services to be provided monthly:

- Clean Meeting Room – 3rd Friday of month

Services to be provided semi-annually:

- Sweep storage rooms

Services to be provided yearly:

- Remove salt buckets in spring and put out hoses
- Return salt buckets and hoses in the Fall

Report any maintenance problems to **Brodie Management (410-825-6060)**

No Personal Furniture Allowed

Board Members and Brodie Management started inspecting the interior of all buildings. No personal furniture can be stored in hallways/alcoves. Our cleaning company will not move furniture to vacuum. Joan Meadowcroft and Margaret Bell inspected several buildings on Friday,

February 9, 2018. Letters will be sent to residents who are not in compliance with the condo rules.

Joan Meadowcroft

Board President, Silver Ridge

Your Board in Action



Back Row- Left to Right: Paul Coleianne, Pat Sibiski, Edith Smith, Greg Gummer; First Row – Left to Right: former Board Member Chet Dembeck, Joan Meadowcroft and Michael Clisham

Maryland's Smoke Alarm

Law: What You Need to Know

The Baltimore County Fire Department has heard from many residents with questions about Maryland's new smoke alarm law,

which was signed in 2013. It includes some requirements that just took effect on January 1, 2018. This fact sheet is designed to clarify this regulation and what it means for you.

What the law requires now:

- Replacement of battery-only smoke alarms with new, 10-year smoke alarms with sealed batteries and a "hush" feature (to silence the alarm temporarily during cooking).
- Replacement of hardwired devices more than 10 years old. Hardwired devices newer than 10 years still are acceptable.
- Hard-wired devices must be replaced with hard-wired devices. You cannot replace a hard-wired alarm with a battery-only alarm.

What the law requires in the future:

- The law requires replacement of ALL smoke alarms -- hard-wired and battery-only -- when they are 10 years old. Smoke alarms lose their operational sensitivity after 10 years.
- Hard-wired devices must be replaced with hard-wired devices.

SILVER RIDGE CONDOMINIUM

BOARD OF MEETING Minutes

Jan. 23, 2018

CALL TO ORDER:

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

PRESIDENT'S REPORT:

Thank you for taking time to join us tonight. Welcome to our January Board Meeting, the first meeting for 2018. This is a Business Meeting, I ask you to hold all questions/comments until the open forum. Protocol for our meetings, only one person speaks at a time. I trust all unit owners received the new Residents Handbook. If you did not receive your Handbook, call Brodie for a copy. All Christmas decorations should be down by now. However, the extreme cold weather may have presented this. The community decorations looked nice this year.

Even though there has been no Board Meetings since November, the Board continued meeting and working on projects. The Board is establishing a "wish list" of upcoming projects. The list includes future projects, depending on budget. Some of the items include:

- Power washing
- Additional exterior lighting
- Updated signage
- Paving and striping the parking lots

- Review our Bylaws including:
 - A moving fee charge
 - A pet registry
 - Reducing the quorum
 - Increasing rental period from 6 to 12 months.

The Board met with Shawn Ryan (RSJ Cleaning) to discuss concerns and add items to the cleaning specs. Margaret will discuss in the Operations Report. The Board renewed the management contract with Brodie Management.

Members of the Board investigated other companies, attended meetings and talked with new companies. At this time, the Board voted to renew the Brodie contract. The Board Members have a good relationship with Brodie Management and Margaret Bell.

Board members and Brodie will be performing building inspections on a regular basis.

Residents and visitors are asked to park only one vehicle per unit in front of the buildings. All other should be parked on the lots across from the buildings.

APPROVAL OF THE MINUTES FOR OCTOBER 24, 2017:

**Pat Sibiski made a motion to
approve the minutes from the
October 24, 2017 Board of
Directors meeting.**

Paul Coleianne seconded the motion. All in favor/none opposed. Motion carried.

TREASURER'S REPORT:

Treasurer Paul Coleianne submitted the Cash Balances report for the period ending December 31, 2017. Account balances are as follows:

- Cash – Community: \$13,777
- Community Replacement Fund: \$450,116
- Elevator Replacement Fund: \$139,134
- Total Replacement Fund: \$589,250
- **Total Cash Available:** \$603,027

MANAGEMENT REPORT:

Margaret submitted her monthly Operations Report. Items discussed were:

- **Power washing SR Decks:** On hold until spring.
- **Perry Brook Decks:** Completed. Common areas damaged by the lifts and the contractor will repair deck boards in the spring.
- **New Light Fixtures:** Silver Ridge received a rebate in the amount of \$21,680. The money was deposited to the Reserve Fund where the cost of the light fixtures was charged. Eight additional light

fixtures (for future use) have been ordered.

- **Painting:** Painting projects are on hold.
- **Landscaping:** A property inspection will be scheduled with Chris Pasko in the early spring to establish a landscaping priority list. George Snediker completed the tree removal and pruning. The Dogwoods will be put on a regular maintenance schedule.
- **Retaining Wall:** The Board will discuss the proposal from Carroll Landscaping to replace the retaining wall on the satellite lot across from 3905 Darleigh Road at a cost of \$9,100.
- **Security Cameras:** Greg Gummer met with Officer Rawleigh from the Baltimore County Police Department to access the security needs for the property. Greg reported he attended a meeting of the Community on Patrol in November 2017 and then met with Officer Rawleigh. Officer Rawleigh performed daytime and nighttime inspections of the entire community. After the inspections, Officer Rawleigh sent a detailed survey with security suggestions for the community including additional lighting and landscaping. The Board will meet with Officer Rawleigh to discuss the findings in the survey.

- **Parking:** A “No Parking” sign was installed at the entrance to Chardel Road.
- **Cleaning Contract:** Proposals were solicited from RSJ Cleaning, MultiCorp and Dirtbusters for the cleaning contract. After reviewing the proposals, the Board met with Shawn Ryan (RSJ Cleaning) to discuss his contract and concerns voiced by residents. The cleaning specs have been revised based on residents’ suggestions. After discussion, the Board decided to renew a multi-year contract with RSJ beginning January 1, 2018 (0% increase) 3% in 2019 and -0%- increase in 2020.

PAT SIBISKI MADE A MOTION TO APPROVE THE PROPOSED CLEANING CONTRACT. EDITH SMITH SECONDED THE MOTION. ALL IN FAVOR/NONE OPPOSED. MOTION CARRIED

- **Wish List:** The Board is establishing a “Wish List” for 2018 projects.
- **BGE LIGHT:** On November 28, 2017 Shelly Pointer (BGE Lighting Account Rep) responded to my phone calls and emails that a new light fixture has been ordered for the lamppost across from 3802 Wean Drive.

- **Third Party Elevator Inspection:** A proposal was submitted by Aberdeen Elevator Inspections to perform the third party inspection on March 6th at a cost of \$700. The elevator will be shut down for a short period of time.

GREG GUMMER MADE A MOTION TO ACCEPT THE PROPOSAL FOR THE THIRD PARTY ELEVATOR INSPECTION. MIKE CLISHAM SECONDED THE MOTION. ALL IN FAVOR/NONE OPPOSED. MOTION CARRIED.

- **Fire Alarm Testing:** The fire alarms and required smoke/heat testing for the elevator will be performed on January 24th and January 25th. Notices were posted advising that the alarms will be sounded during the testing and Pat will send a Robo-Call.
- **Parking Lot Striping:** Standard Striping submitted a quote to restripe the parking lots at a cost of \$3,616. This will only be done if the lots are not paved in spring/summer/fall 2018.
- **Perry Brook Gate:** The management company for the Perry Hall Shopping Center is waiting for warm weather to make repairs to the asphalt and concrete. Also, additional lighting will be installed by BGE.

- **Dryer Vent Cleaning:** T&D Duct Cleaning submitted a proposal to clean 244 vents at a cost of \$10,980. Work will be done from the outside.

PAT SIBISKI MADE A MOTION TO ACCEPT THE DRYER VENT CLEANING PROPOSAL AND EDITH SMITH SECONDED THE MOTION. ALL IN FAVOR/NONE OPPOSED. MOTION CARRIED.

- **Emergency Service:** Effective February 1st, the phone number for the after-hours emergency calls for Brodie Management will change to 410-403-3050.
- **Roof Repair:** Northeast Contracting investigated a leak in the stairwell of 3907 Hannon Court. The roofer found the roof vent cap had lifted, most likely from heavy winds, allowing water infiltration in the stairwell. The repairs have been made.
- **Roof Investigation:** In response to a request from a 3rd floor unit owner at 3905 Darleigh Road, Northeast Contracting inspected the roof for any possible areas of cold air filtration. No areas were found that would cause air infiltration.
- **Mandatory Smoke Detector Replacement:** Effective January 1, 2018, Maryland law requires that all smoke detectors over 10

years old must be replaced. Hard-wired smoke detectors must be replaced with 10-year hard-wired smoke detectors. This is a unit owner expense. Smoke detectors have dates on the back for reference.

- **Excessive Salting by Contractor Chemicals on Parking Lots:** Margaret met with Chris Pasko regarding the excessive amount of salt on the property. Treatment was done to prevent slips and falls due to projected snow/ice storms.

Architectural Request: The following request was submitted:

- 4100 Chardel, 1D – New windows and sliding doors - Approved

OPEN FORUM

Building 1: Two Pin Oaks were removed and new mats were installed at both the front and rear entrances.

A unit owner reported that the front door is not closing properly.

Building 2: No comments

Building 3: No comments

Building 4: The light above the address is out.

The railing at 3800 Meghan is rusting.

The front door at 3800 is not shutting properly.

The heavy accumulation of salt was also noted.

The coach light at 3802 is out.

Building 5: No comments

Building 6: A unit owner inquired about whether the buildings will be power washed. This will be done in the spring/summer.

Unit owner also inquired about cleaning the common area lights.

Unit owner reported hearing scratching noises in the ceiling.

Unit owner noted there are many broken trashcans in the trash corral. Herb Ruth commented that cans without lids should be removed from the corral.

Building 7: The rear door is not closing properly.

A unit owner asked if ground cover could be planted rather than grass. It is a very shady area and grass is difficult to grow in that area.

Building 8: Salt is being tracked into the building

ADJOURNMENT: There being no further business, Mike Clisham made a motion to adjourn the meeting at 7:35 p.m. **PAT SIBISKI SECONDED THE MOTION. ALL IN FAVOR/NONE OPPOSED. MOTION CARRIED.**

Silver Ridge & Perry Brook Building Representatives

1. **No Rep**
2. **Mary Greif**, 4102 Chardel Rd # 1E 410-931-3798
3. **Pauline Albert**, 4104 Chardel Rd # A 410-931-0546 # --
4. **No Rep**

5. **No Rep**
6. **No Rep**
7. **Debi Snyder**, 3901 Hannon Court, 2C 410-931-9327
8. **Herb Ruth**, 3901 Darleigh Rd. 3H 410-931-0038

BOARD MEMBERS

President:

Joan Meadowcroft:
Hjmedowcroft2@verizon.net

Term Expires 2019

Vice President:

Edith Smith
edithbsmith@yahoo.com

Term Expires 2019

Treasurer:

Paul Coleianne
stregone6@gmail.com

Term Expires 2018

Secretary:

Pat Sibiski
psibiji@cast.net

Term Expires 2019

Members-At Large:

Greg Gummer

Lagg1@verizon.net

Term Expires 2018

Michael Clisham
mwclisam@msm.com

Term Expires 2018

Important Numbers

Emergency- 911
Licenses (Dog and Cat) – 410-887-3630
Animal Services (8 a.m. to 4 p.m., Monday to Friday) – 410-887-7297
Aging and Senior Information and Assistance -- 410-887-2594
Disabilities Information and Referral—410-887-3580
Refuse Collection
Complaints – 410-887-2000
Disposal – 410-887-2000
Recycling (Residential) – 410-887-2000
Our Website: silverridgecondominium.com