

**SILVER RIDGE CONDOMINIUM  
BOARD OF DIRECTORS MEEETING  
JANUARY 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 Chet Dembeck, 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 covering December 31, 2017. Account balances are as follows:

• Cash – Community	\$ 13,777
• Community Replacement Fund	\$450,116
• Elevator Replacement Fund	<u>\$139,134</u>
• 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 finding 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 24<sup>th</sup> and January 25<sup>th</sup>. 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. In addition, 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 1<sup>st</sup>, 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 3<sup>rd</sup> 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 detector. 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