

**SILVER RIDGE CONDOMINIUM
BOARD OF DIRECTORS MEETING
MAY 22, 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: Mike Clisham, Paul Coleianne and Edith Smith. Margaret Bell was present representing Brodie Management. Greg Gummer and Pat Sibiski were unable to attend the meeting.

INTRODUCTION: Joan introduced Brenda McCullough. Brenda will replace Chet Dembeck on the Board of Directors.

PRESIDENT'S REPORT: Welcome to the Board Meeting.

- The parking lot on Silver Ridge side is scheduled to be paved. The parking bays are in good condition and will not be paved. The Silver Ridge section will be seal coated. Both sides of the property will be striped and speed bumps installed. The approximate cost is \$90,000.
- Phase II of the Perry Brook deck repairs is in the final stage of being approved. The approximate cost is \$50,000.
- Gutters and downspouts are scheduled to be cleaned on all buildings.
- Brodie Management contacted JC Properties regarding overgrown tree branches from the townhouse community causing damage to the fence. This is the development in front of 3907 Hannon. Low tree branches are hanging over the parking spaces. There has been no response from JC Properties Management. The trees need to be trimmed. This should be JC Properties Management responsibility to address. Board Members met with Chris Pasko to establish a tree removal/pruning priority list. Several trees and bushes will be removed as a follow-up to the security meeting with Officer Rawleigh from the Baltimore County Police Department. Safety and security are top priorities for our residents. Chris Pasko will submit an estimate for trees discussed during the inspection.
- Margaret will discuss the mice infestation in her management report
- Owners with more than two vehicles are asked to park the additional cars in the overflow parking area.
- This is the last Board Meeting until September 25th. If you have questions or concerns over the summer months, contact your Building Rep or call Brodie Management.

APPROVAL OF MINUTES: Paul Coleianne made a motion to approve the minutes from the April 24, 2018, Board of Directors meeting and Mike Clisham seconded the motion. All in favor/none opposed. Motion carried.

TREASURER'S REPORT: Treasurer Paul Coleianne submitted his financial report for the period ending April 30, 2018. Cash balances are as follows:

Cash-Community	\$33,367
Community Replacement	\$469,487
Elevator Replacement	<u>\$138,207</u>
Total Cash Available	\$641,061

MANAGEMENT REPORT: The following list gives updates on some of the items we have been working on:

- **Perry Brook Decks:** Jim Bohn (TRS) submitted a proposal to proceed with Phase 2 of the deck repairs. Anticipated cost is approximately \$50,000. This includes replacing warped boards, the step-down front edge assembly at 45 balconies, scrape and sand peeling paint from the bottom edge of the single 2" x12"x20" front floor joists, wood replacement as needed. Wood replacement would be at an additional cost. **A motion was made by Mike Clisham and seconded by Edith Smith to approve the proposal submitted by TRS for deck repairs.**
- **Painting:** The contract with Siskos Painting to paint all entrance railing and lintels at a cost of \$12,500 was approved. We are waiting for the date to start the painting project. Siskos Painting will send a quote to paint the interior railings in the SR building front doors.
- **Landscaping:** The Board met with Chris Pasko to walk the property for landscaping issues. The issues will be more fully discussed at the Agenda Planning meeting once quotes are received.
- **Security:** The cost to replace the light existing security lights with LED lights (20 fixtures) per the security recommendations is approximately \$12,500. If the deck contractor will allow Calvert Mechanical to use the lift, that will save the additional cost of renting a lift.
- **Wish List:** We are working on the "Wish List" for 2018 projects.
- **BGE Light:** We are waiting for a response from Shelly Pontier from BGE. She was sending a rep to evaluate the light for replacement.
- **Power Washing:** A meeting is scheduled with Multi-Corp for quotes to power wash the brick walls at the entrances and the retaining walls. I've already met with Siskos Painting for a proposal.
- **Water Heater/Sanitary Tub:** Per the Board's request, attached is a third quote for the water heater replacement and sanitary tub in the Meeting Room. The Extra Touch quoted a price of \$1,950 for a 6-gallon electric water heater and a sanitary tub. Add an additional \$40 for a 20-gallon. Rommel Construction quoted a price of \$2,444. **A motion was made by Mike Clisham to approve the proposal submitted by The Extra Touch to install a 19 gallon and seconded by Paul Coleianne. All in favor, none opposed. Motion carried.**
- **Mice Infestation:** All Star Pest installed mouse bait stations around the building and in the attic at 3800 – 3802 Meghan Drive. A notice was posted in Meghan Drive regarding how to prevent a mice infestation. All Star Pest is scheduled for treat 10 units at Meghan Drive on Friday at the unit owners expense.
- **Exterminating:** Board to discuss in an Executive Meeting a request for payment to exterminate a unit.
- **Carpet Cleaning:** Hi-Tech Carpet has begun cleaning the common area carpets. The rain today delayed the cleaning.
- **Dryer Vent Cleaning:** T&D Duct Cleaning started dryer vent cleaning. The weather put the project on hold last week.
- **Website:** Chet Dembeck is continuing to maintain the website.
- **FHA Recertification:** The FHA certification was renewed effective May 7, 2018 thru May 7, 2020.
- **Trees on Perry Brook Fence:** A call was made to Jim Conway (JC Properties) regarding the trees lying on the fence line with no response. A follow-up call was made. Mr. Conway said he got the first message but had not had time to go the property to see the problem. After that,

he needs to go to the Board to see what they want to do. It doubtful he will take responsibility and have the trees pruned.

The Board walked the property with Chris Pasko to establish a list of trees scheduled for removal or pruning. This includes tree removal based on the security report and other tree issues.

- **Gutter Cleaning**: Attached is quote from NorthEast Contracting to clean gutters and flush downspouts in all buildings at a cost of \$1,870. **Paul Coleianne made a motion to approve the proposal submitted by NE Contracting to clean the gutters and downspouts at a cost of \$1,850 and Mike Clisham seconded the motion. All in favor, none opposed. Motion carried.**
- **Parking Lot Paving**: A proposal was submitted by from PCM Asphalt to pave the driveway area of the parking lots on the Silver Ridge section and sealcoat the parking spaces. This also includes installing a French drain on Chardel Road, adding three new speed bumps and striping the parking lots on both sides of the property at a cost of \$90,882. The Board has met several times regarding the parking lot project. Margaret will contact PCM company to inquire about the cost of the soil disposal from the French drain. **Mike Clisham made a motion to approve the proposal submitted by PCM Contracting to pave, sealcoat and install a French drain at the Silver Ridge section, install new speed bumps on both sides of the property and strip both side of the property at a cost of \$90,882 and Edith Smith seconded the motion. All in favor, none opposed. Motion carried.**
- **Fire Department Inspection**: Margaret walked the Fire Chief Oliphant for the annual fire inspection. Battery back-up lights and exit lights will be replaced. All fire extinguishers will be inspected, and current tags issued. Per Fire Chief Oliphant, the fire doors cannot be propped open.
- **Sprinkler/Alarm Testing**: VSC performed the quarterly testing. A flow switch will be replaced in 4104-4106 Chardel. All fire extinguishers are on schedule to be inspected and current tags issued.

Architectural Request: The following request was submitted:

- None

Resale: The following resales were requested:

- 3901 Darleigh, #1A
- 3905 Darleigh, #2A
- 3907 Hannon, #B
- 401 Chardel, #H

OPEN FORUM: The following concerns and/or questions were discussed:

- Building 1: A unit owner reported the door to the back exit at 3800 Wean sticks and at times it will not close completely. Margaret will investigate and get a quote for replacement, if necessary.
- Building 2: A unit owner inquired about the proper procedure for the cleaning of the outdoor dryer vents. He said they appeared to be hand brushing the vents and he felt they are not being fully cleaned. Margaret replied that the same company has been cleaning the dryer vents for many years and they use a power type brush. If there are concerns she will contact the company.

- A unit owner feels the exterminator does not always do an adequate job.
- A unit owner stated that too much ice melt was put on the sidewalks during the winter. Margaret noted the issue has been addressed with Chris Pasko.
- A unit owner requested that the front walk-off mat be replaced. The mats are showing signs of wear. Margaret said she would investigate.
- A unit owner stated the roof repairs were inadequate. He feels the fascia should be inspected again and repaired.
- Building 6: Unit owner noted the common area lights have bugs in the globes. Margaret said she would contact the cleaning company concerning globe cleaning.
- Unit owner reported the winter salt bucket has not been removed. Margaret will have the cleaning store in the Meter Room.
- Building 7: Unit owner reported bikes are being stored on balconies and are being ridden in the community.
- Building 8: Unit owner reported a clogged rain gutter. Margaret said this will address with gutter cleaning that was approved.
- Unit owner inquired about lower level patios. Margaret said cleaning the concrete patios is a unit owner responsibility.
- Unit owner reported a loose condensate line at 3901 Darleigh Unit 3G. Margaret will contact someone to repair.

ADJOURNMENT: There being no further business, a motion to adjourn the meeting was made by Brenda McCullough and seconded by Paul Coleianne. All in favor/none opposed. The Board Meeting was adjourned at 7:55 p.m.