

**SILVER RIDGE CONDOMINIUM  
BOARD OF DIRECTORS MEETING  
May 23,2023**

**CALL TO ORDER:** President Greg Gummer called the meeting to order at 6:00 p.m. The following Board members were also in attendance: Michael Clisham, Paul Coleianne, Edith Smith and Bob Walton. Shalola Johnson and Brenda McCullough were not able to attend. Margaret Bell was present representing Brodie Management.

**Approval of Minutes:** The minutes from the March 28, 2023, minutes were submitted for approval. **Michael Clisham made a motion to approve the minutes as submitted and Bob Walton seconded the motion. All in favor/none opposed. Motion carried.**

**PRESIDENT’S REPORT:** Greg Gummer submitted his report. Greg welcomed everyone to the meeting.

- The Board and Brodie Management continue to work on a resolution for the fire alarm sounders in the units.
- Door repairs have been completed. Some doors are rusting. Margaret to get a quote for painting.
- Power washing and staining decks on the Perry Brook side on hold until the fall.
- Caulking, as necessary, will be done on the common area windows.

**TREASURER’S REPORT :** Paul Coleianne submitted his report. The cash balances are as follows:

	<b>April 30, 2023</b>
• Cash- Community Operating	\$50,205
• Community Replacement Fund	\$369,598
• Elevator Replacement Fund	<u>\$299,760</u>
Total Replacement Fund	\$719,573
Total Available Cash	\$699,862

**MANAGEMENT REPORT:** Margaret Bell submitted her monthly management report. Highlights follow:

**Fire Alarm Panel (3901 Darleigh):** Karl (Calvert Mechanical), Daniel (BFPE), Greg and I met to test the decibel level of the horns. We tested three in 3907 Hannon and two in 3901 Darleigh (a sample of the different layouts and locations.) They did not achieve the 75-decibel level from bedroom door (closed) and pillow. It was determined that two horns per unit need to be installed. It is anticipated that the cost for each building will be approximately \$50,000+. Not only do they need to install the horns, wiring for each existing pull station and strobes need to be rewired to assure they are in sync.

**Building Renovation (Painting only):** On hold. Still getting quotes for consideration.

**Pet Waste Stations:** No further plans to move.

**Front Door Replacement:** Composing a list from the inspection for door replacement.

**Declaration/Bylaw Changes:** The Special Meeting for the proposed Declaration and Bylaw Amendments, held April 25<sup>th</sup>, was continued to allow for additional proxies to be collected.

**Sprinkler Replacement:** VSC submitted a quote to replace 70 sprinkler heads in the storage rooms of 3800-3802 Wean, 4100-4102 Chardel and Meghan at a cost of \$6,045.38. **Paul Coleianne made a motion to approve and Michael Clisham seconded the motion. All in favor, none opposed. Motion carried.**

**Roof Repairs:** Northeast Contracting submitted a quote for roof repairs at 3800 – 3802 Meghan at cost of \$6,540. **Paul Coleianne made a motion to approve and Michael Clisham seconded the motion. All in favor, none opposed. Motion carried.**

**Sprinkler Break:** Final repairs are being made. Phoenix Restoration will send the invoices for the repairs. We will submit the additional repairs required due to air quality testing, to the insurance adjustor for a supplement payment on the claim.

**Power Washing/Staining Decks (PB):** For further discussion by the Board. This will be on hold until the fall or later. Residents will be allowed to put their outdoor furniture and plants on the decks for the summer.

**Spring Inspection:** Completed. Working on the spreadsheet.

**Exterior Painting:** Getting quotes based on the spring inspection. Many building doors are in need of sanding, priming and painting.

**Awning Replacement:** The awning at 3901 Darleigh has been replaced. During the inspection it was noted that several awnings are torn and need to be replaced. A. Hoffman will provide a quote.

**Roof Inspections:** On hold.

**Carpet Cleaning:** HiTech Carpet cleaned all common area carpets. Due to a few concerns, they returned to clean the lobby at 3901 Darleigh and 3901 Hannon.

**Water Proofing:** David Parravano completed the water proofing at 3800-3802 Meghana Drive. It was necessary to extend the waterproofing to more areas along the back of the building. The total cost was \$33,500.

**Building Door Glass Replacement:** Several of the sidelights on the building's front doors are cracked. Margaret will get quotes to repair.

Open Forum: The following comments/questions were discussed:

- Is there an annual audit of the Silver Ridge finances? Yes, Donald Hiltner in the past, now Strauss & Associates prepares an annual audit and tax returns.
- Is there follow-up on completed projects? Yes, inspections are made.
- What about the deck project? No one physically went on each deck to inspect. Inspections were done based on complaints.
- Residents should be notified in advance of work in the building or around the property.
- Are consultants used to monitor projects? Depending on the size of the project, yes. A roof consultant was used for the roof replacements. A structural engineer was hired to evaluate the retaining walls.
- An owner reported that the hose bib in back of 3905 Darleigh (near #H) needs to be repaired. The carpet needs to be cleaned in all buildings
- The hose bib behind 3905 Darleigh (#H) leaks. Margaret will have Rommel Construction repair the hose bib. They may need to get in the unit to repair.
- Fire doors between C&D (3905 Darleigh) does not close. Margaret will have the door repaired.
- Can a door stop be installed on the building front door. Door stops will not be approved as the doors are not supposed to be propped open for safety reasons.
- The gutters and downspouts need to be cleaned. Roger McGraw is scheduled to clean and repair the gutters at 3901 Darleigh.
- The front door at 3802 Meghan does not close all the way.
- The pet waste stations need replacement bags.
- There are concerns about the rust of the concrete ramps on the Silver Ridge side. Margaret will have a contractor investigate.
- What can be done about people leaving lockboxes on the railings?

Note: There were questions asked by those on Zoom that were not heard at the meeting.

**ADJOURNMENT:** There being no further business, a motion was made by Michael Clisham and seconded by Bob Walton to adjourn the meeting. All in favor, none opposed. Motion carried. The meeting was adjourned at 6:50 p.m.

Respectfully submitted,

Maria Tracey