

BAYBRIDGE CONDOMINIUM ASSOCIATION

Board of Directors Meeting – November 9, 2016

Minutes

CALLED TO ORDER:

President Tom Belger called the meeting to order at 5:30 p.m.

BOARD MEMBERS ATTENDING:

Tom Belger
Dick Baker
Frank Rainey
Jo Lynn Barnicoat
Gale Larkin
Audrey McCarthy

ALSO ATTENDING:

Cheryl Kelley – Association Manager
Larry Monserrate
Debbie Belger
Doug Caddell

APPROVAL OF MINUTES:

Dick made a motion to approve the minutes for the October 12th, Board of Directors meeting. Frank seconded. All were in favor.

FINANCIALS:

Cheryl presented the October financials, breakdown of maintenance projects and special Reserve projects for 2016 to date. Updates have been completed to categorize expenses in a more efficient manner, in respect to Landscaping & Maintenance Projects.

Dick made motion to approve the financials, Frank seconded, all in favor unanimously.

Old Business:

Landscaping:

Debbie Belger presented an overview of Winter landscaping & Christmas decorations for entry.

Diseased pittosporum has been removed, sagos and azaleas sprayed/treated as needed. Replacement of some these plants will be necessary. New Christmas wreath & garland for entry will be purchased.

Review of Tracking Chart:

Cheryl presented Tracking chart.

Frank addressed the board; Frank is in process of installing hardwood floors in back room of his unit. Floor installers discovered high moisture reading and moisture in sub floor. Upon further investigation, there is a moisture source under building 2, further investigation is under way. Anchor Pest Control has been contacted for further inspection also. Board would like a moisture reading under all buildings to ensure that this is an isolated issue, new vapor barrier may be needed under buildings. Termite inspection will be scheduled after the barrier is installed (if necessary). New lattice work under decks with hinge (for easier access) was discussed, (in 2017 Projects) as most units have been closed off / air flow ventilation is needed in warmer months. Most were closed for winter, upon owner's request. This is ongoing & being discussed, further action as needed and for review at next meeting.

Capital Project Review 2016:

Chart presented, Asphalt/Seal Coating, is complete, Column at #92 to complete.

Tree Trimming estimate has been received by Don Hurd Tree Service. (See New Business)

Drain install for North parking lot 40-46 building/at #32 garage is complete.

New Business:

Budget 2017:

Dick Baker presented the Proposed Budget for 2017. Total Revenues and Expenses of approx. \$350,090.00. Projections: Insurance estimated to be same as 2016, litigation is settled, therefore legal fees will be extensively lower than 2016. Other minor adjustments were made based on costs in 2016. Maintenance expenses and Reserve funding increased. Board and owners present had discussion about 2017 Budget.

Dick will make some minor adjustments and email to board. Dick made a motion of 2017 Budget & approval for 2017 assessments at \$613.00 monthly, based on review of board, Gale seconded, 6 members voted yes, 1 opposed. Motion carried. Pending acceptance of Formal 2017 Budget to be presented at December 14th meeting.

Capital Project planning December & 2017:

December, approval of Guard House- cleaning, painting, rails painted & new door \$1350.00

Dick motion for approval, Audrey seconded, all in favor

Tree Works Plus: Extensive Tree trimming is needed, there are many large tree branches touching roofs and gutters, hanging low in drives, etc. Estimate from Tree Works was presented; includes a 3-year guarantee, if any limbs are impending on buildings, Tree Works will return to trim at no additional costs, Project estimate includes the warranty, trimming all trees on site as needed, 203 trees are listed in the details of the project, plus several large bushes, 1 palm & removal of 1 diseased oak tree.

Trimming will take approx. 7-10 days to complete. Estimate is \$15,435.00

This project will be included in the 2017 Reserve Projects Budget. Due to the urgency of the project, if board approves will be started asap. Dick made motion to approve, Frank seconded, 5 in favor, 1 opposed, motion carried.

Other Business:

Tom stated that the Association has had discussions with Construction Engineer, Bennett Shuman, in efforts to evaluate the building flat roofs/columns/ EFIS/ Windows. This is to better understand and make informed decisions for future repairs, regarding the issues of leak sources within the flat roofs & surrounding areas. Options of a new EFIS foam product for column sealing with brick appearance is being looked into, Tom showed those present an example of this product.

Upcoming meeting dates:

Budget and Board meeting will be on December 14th.

Annual Meeting: Saturday, January 14th @ GB Library.

ADJOURNMENT:

The meeting adjourned at 6:45 p.m.