

WALNUT BEACH CONDOMINIUM ASSOCIATION
Board of Directors Meeting
April 15, 2019
Margaret Egan Center, Milford, CT

Present: Clare Farley, President; Margaret Meisenhelder, Vice President; Lisa Greggos, Secretary; Judith Ruskin, at Large Member; John Hufcut of Evergreen Management

Absent: Don Sanchez, Treasurer

Unit Owners Present: None

The board meeting was called to order by Clare Farley at 7:00 PM

All owners had been advised of the time and place of the meeting via mail and website.

Comments by Unit owners:

None

Ed Martin submitted a letter to the Board expressing concern about broken sidewalks, damage to curbing by Milford Quality Landscaping and upcoming summer concerns. John will post a list of summer protocol reminders (parking, dogs on leash) on all bulletin boards.

March Minutes:

Minutes of the March 18, 2019 meeting were approved with the following change. Website information will instead be included on monthly meeting minutes.

Financial Report:

There is \$1,395.18 in the checking account and \$42,588.47 in the money market reserve account for a total of \$43,983.65.

Financial Review:

The March 2019 report was sent to Board members.

Starting with April, 2019 – The minutes will show Capital Budget Separate from Operating.

Our cash flow will be tight until May, 2019 – Estimated Checking Balance as of 4/15/19 after April invoices paid there will be \$148.89 in checking. This is not a concern as we have more fees coming in, and our large annual insurance payments have been made.

Milford Quality Landscaping

At this point we see a savings of approximately \$6,000.00 from the landscaping budget, due to a minimal number of snow/ice events.

Fire Marshal Update: The Fire Marshal and supervisor were given copies of data collected from the WBCA unit owners. There are a few items remaining to be removed from interior hallways. The Fire Marshal will contact individual owners as necessary.

John will have signs from the Fire Marshal installed on all inside hallway closet doors, saying “No Flammable Items Allowed”.

John said the annual maintenance inspection on emergency lights was rescheduled for today.

Administrative:

An updated Owners/Residents List was given to the Board.

Administrative: Absentee Owners Form

A revised “Walnut Beach Condominium Association Sheet for Rental Units” was sent to all owners that currently have rentals. Three responses are due. 83-C has requested information on rental procedure and paperwork.

Recorded Rules and Regs

A copy was received from the City Clerk.

Clare will revise the G Rentals document to clarify that the Board does not provide the rental lease for unit owners.

Maintenance Standards:

The Board would like to begin reviewing the Maintenance Standards template provided by our attorney and will plan to meet prior to the next board meeting. John will have our attorney make the necessary updates regarding recent requirements from the Fire Marshal.

City’s parking plan for East Broadway

Clare Farley (109-B) and Margaret Meisenholder (77-B) wrote a letter to three city officials to express our concern regarding the proposed plan for diagonal parking on East Broadway. WBCA was not notified of the City’s meeting in the beginning of April.

Beach Ownership

WBCA owns property to the high water line of Myrtle-Walnut Beach, Long Island Sound. The specific information and precise measurements are found in the Association By-laws.

Miscellaneous

Milford Quality Landscaping was notified about leaving equipment running and unattended.

Regarding mulching the areas in the common area in the front common area, the board agreed to do it instead of paying Milford Quality Landscaping.

The board discussed a window problem with a building 5 unit owner. John will contact the owner regarding responsibility for replacement.

Our WBCA website has been renewed for another four years.

Bldg. 6 hot water issue has been addressed. The hot water circulator has been replaced.

Building 6 unit owner requested info regarding 2nd floor deck. John informed them that teak or carpeting is acceptable, a solid surface to avoid leaks to first floor deck below.

Website reminder to all:

Our website is wbcamilford.com, and password is 73109ebway.

Maintenance Projects:

Winter fertilization

Unit 73-C ants treated

Light bulbs purchased for onsite stock

Pothole repair near dumpster between Bldgs. 4 and 5

Unit 109-B interior repairs from damages caused from 109-D

All new smoke detectors installed

Basement and hallway closet sheetrock repairs and fire-stop caulking

73, 81 and 101 basement access doors all modified for emergency access from basements

Squirrel trapping at 89

89-D roof shingle repairs

Lighting at all buildings for basement access exterior entry doors

Flue cap replacement at rear of 107

Main drain line cleared for 73-C

Fallen branches removed from tree at Bldg. 6 driveway entrance

Maintenance that should be scheduled: some for spring, 2019

Unit 101D - Siding on deck

Trees - Pine behind 101 - Pricing from WAZ Tree Service \$1,010.33

Tree at entrance to Bldg. 6 - Pricing?

Decks - 81D and 83D

Bldg. 5 basement door - Comments from 85B and 81B

Gutter issue behind 77 - Sag in roof; may be truss issue as was found at rear of 109. Right now, fascia and gutter have been worked on - Monitor

Unit 79-B front living room wall leak does not appear to be actively leaking - Need to remove sheetrock and water test

UI meter replacement and change in meter cabinets: Update - looked at with Mike Cody

Maintenance Scheduled:

Seal piping penetration and foundation ties in Bldg. 6 basement.

Additional Maintenance Projects from Operating Account per J. Hufcut,

Supplement to March, 2019

Capital Projects for Pricing and Capital Funding Plan:

Phase 1 Structural Crawlspace Project:

109 Test Case done by Castleberry:

Original double beams completed: 8,596.08

Modification for center beam completed: 10,227.07

Total 18,823.15

Budgeted: (16,000.00)

Difference: (2,823.15) over budget

Still have 109-A bathroom floor repair – **Additional pricing to be obtained-update**

Phase 2 Structural Project

Engineering survey team completed their inspection of the 10 remaining crawlspaces - Done – **Engineer to send specifications for center beam. Input received from the engineer.**

Survey of full basements – Done - **Castleberry to schedule work for 73B**

Cost for effective dehumidification – **Scheduled for 5/15/19 – Confirmed rec'd for appt.**

Monitoring second floor units after crawlspace work

103-D – In progress – Finishing working on hold per owner

77-D cracks

107-D cracks

Theory on second floor units: Although trusses may still be an issue, some openings may close from crawl space jacking.

Priority Capital Projects to be priced and a Funding Plan needed:

John is getting pricing estimates on priority capital projects to prepare a priority budget outline for moving forward.

Crawlspaces

Brick movement, i.e. Bldg. 4 at front of 77, Rear of 109-C, Rear of 107-C at furnace room vent

Brick pointing

Window lintels

Window caulking

Sidewalks

Parking lots

Main front doors and sidelights/basement doors

Capital Projects: (to be priced)

Main sewer lines – (approx. 36,000.00 as of **2/25/17**)

Sidewalks with grill pads - (18,300.00 as of **9/19/17**)

Basement doors – Bldg. 5 basement door is an immediate issue

Painting including wood shingle replacement where needed

Landscaping projects?

Roof vents, i.e. 83-D and 105-109 in lieu of ridge vents

Mailboxes

Truss issues at rear of buildings at second story units

Change from aluminum to Aztek at decks, and trim at front and back of buildings

Seamless gutters, i.e. 3,360.00 per Martin's Aluminum at rear of Bldg.

Maintenance Projects from Operating Account:

Maintenance Projects as needed:

Gas lines upgrades

Electrical panel modifications as needed, i.e. 87

Common air conditioning condensate lines as needed

Decks as needed – 83-D, 81-D

Railings as needed – 81D

Shingle replacement and painting as needed, i.e. 101-A, B and D, 109-B and D

Furnace room doors as needed

Wood posts for mailboxes

Work to be scheduled:

77-B plumbing issues – **Peggy has work being done**

Concrete repairs at seawall manhole and front corner of foundation at Bldg. 6 basement entrance

Old master TV antenna removal

Seal piping penetrations and foundation ties in Bldg. 6 basement by water piping area

Same in 77 crawlspace

Repairs by Milford Quality on any snow season damages

Piece of metal sticking out from gutter at 89-D

89-D check for any further leak and interior leak damages

To be scheduled when owners are ready:

77-C cracks in living room and bedroom sheetrock

77-C deck

79-D interior repairs – Connie will be ready in May

Maintenance Done:

107 entry door latch repaired

Problem at 73-c kitchen drain traced to garbage disposal – unit owners responsibility

Remote water meter read installed by RWA Bldg. 5

The meeting was adjourned at 8:30 PM

Respectfully submitted,

Lisa Greggos, Secretary