

WALNUT BEACH CONDOMINIUM ASSOCIATION
Board of Directors Meeting
May 20th 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: Marty Lippman 77-C

The board meeting was called to order by Clare Farley at 6:59 PM

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

Comments by Unit owners:

Marty Lippman 77-C reported that the mailman is having difficulty accessing mail boxes for Buildings 4 and 5, due to an overgrown branch behind the mailboxes which is encroaching our property from Beachside. John will look into this.

Marty also mentioned he needs additional repair work done on his entry door lock as well as needing one more smoke alarm for unit 75-B.

Marty Lippmann said that the refuse company continues to put the recycling dumpster too far onto the driveway, and suggested that we paint a guideline and ask them to place the dumpster behind that line. Marty volunteered to determine where the line should be and to paint it for them.

Isobel Clarkson 77-A emailed John inquiring about why her home owner insurance had added a \$12 surcharge fee. John explained that a recent state law added this surcharge to help homeowners in certain areas of the state cover costs for structural foundation problems. John will check to see if the condominium association is also paying this additional fee.

Minutes:

Minutes of April 18th, 2019 meeting were approved as presented.

Financial Report:

There is \$3,502.93 in the checking account and \$44,571.04 in the money market reserve account for a total of \$48,073.97.

Financial Review:

The March 2019 report was sent to Board members.

Cash flow is still limited for the many needed repairs and improvements. The board is concerned that while income from monthly association fees adequately covers our basic expenses and some repairs and maintenance, we are short funds necessary for badly needed deferred large maintenance projects, such as structural problems, window lentils, new sidewalks, gas line replacements, as well as painting, cosmetic and landscape work, etc. The Board is concerned that this deferred maintenance has become imperative, and we are unable to build a cushion in our Reserve account. The Board asked John to prepare a cost specification sheet for consideration of a proposed 10% or 15% increase in fees. Clare suggested an alternative multi-year annual Deferred Maintenance Fee to provide funds for these capital projects. John will work on preparing cost estimates so we can begin to prioritize and develop a plan.

Fire Department Inspection:

The Fire Marshal sent out three letters regarding noncompliance issues. Unit 105 - furniture was put back into hallways. Unit 83 flammable items are being stored in hallway closet.

The Fire Marshal told John that he is now enforcing the removal of grilles from decks at the Milford Beach Apartments across the street.

Lois Martin 89-C inquired about items remaining in the 1st floor closet in 89. John thinks perhaps the items belong to Bill and Margaret Wright, as their children are in the process of cleaning out 89B.

Adam Kuhn contacted John asking for clarification about fire marshal requirements for storage in the furnace room. John explained that non-combustibles only are allowed in furnace rooms.

Administrative:

Owners of Unit 89B provided the Board with vehicle license plate information for their short-term (family member) resident guests.

Administrative: Rental Units

Board members met with new tenant at 83C, and unit owner Steve Berube provided Clare with a copy of rental lease.

Recorded Rules and Regs

A Rules and Regulations change on Table of Contents and Section G was submitted to City Clerk for recording.

The board discussed another minor change on one of the rules and regulations documents regarding changing construction hours from 7:30 am to 7:30 pm, instead of 10:30 pm. They decided to table it for future inclusion because of a few other possible changes as well as the cost charged by the city for each change.

Maintenance Standards:

The Board met on Monday, May 12 to review the Maintenance Standard template provided by our attorney. The Board provided a document with their questions, concerns and edits which John will share with our attorney to determine the next step.

City's parking plan for East Broadway

Some members of the Board have volunteered to attend the June or July Police Traffic Commission meeting to express our concern about the diagonal parking plan proposed for East Broadway as well as visibility to oncoming traffic when exiting our driveways.

Milford Quality Landscaping

Landscaper was notified that the association will do its own mulch at sign bed.

Lawn Application

Unit owners and Board members have expressed increasing concern about notification procedures and toxins used for lawn treatments. The Board reviewed safety data sheets of the chemicals and decided to cancel the remaining three applications this year. The Board would like to monitor the effect of no chemicals this year, and investigate organic fertilizers/less toxic alternatives for consideration next year.

Summer Reminder

The Board members reviewed a draft of Summer Courtesy Reminders to be posted in hallways.

Bulk Pick up

The Date is set for June 5th, 2019.

Website reminder to all:

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

Maintenance Projects:

Brick movement, i.e. Bldg. 4 at front of 77. John described how the work will be done and advised owner of 77B that someone would be calling to schedule

79-D interior repairs – ready for scheduling

77-D ready for scheduling

Seal piping penetration and foundation ties in basements Bldg. 6 and Building 4 (77 crawlspace)

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 and window replacement

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

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 – fascia and gutter inspected and is being monitored

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 contractor Mike Cody

Capital Projects for Pricing and Capital Funding Plan:

Phase 1 Structural Crawl space Project

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

109-A bathroom floor repair – Unit owner has selected the flooring tile, ready for a contractor pick up.

Phase 2 Structural Crawlspace Project

The engineering survey team completed their inspection of the 10 remaining crawlspaces and prioritized them by severity of need. Due to a variety of conditions in each basement, each job will need to be bid separately. John is working on cost estimates.

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

Crawlspaces

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: (work needed, but not yet 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.

Crawlspace 89

Bldg. 4 brick facing

Unit 85-D triple window

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, drain lines and repairs inside wall

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

Old master TV antenna removal

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

Maintenance Scheduled

June 10, 2019 –

Interior unit repairs at 103-D

Bldg. 4 basement support under 73-B

To be scheduled when owners are ready:

77-C cracks in living room and bedroom sheetrock

77-C deck

Maintenance Done:

Annual Exit Sign and Emergency Light Maintenance

Building 6 Hot Water Circulator and Aquastat Replacement

Vent Caps Replaced from windstorms: 1 at 89, 2 at 101

Fire Stop work done at 77, 79 and 107 closets and 79 rear hallway

Aluminum trim repair done at rear of 89

Fire Dept. No storage sign installed on hallway closets

Outside faucets turned on

77D smoke detectors installed and unit door hinge repair done

89D interior leak repairs done

Dehumidifier installed in 109 crawlspace

The meeting was adjourned at 8:27 PM

Respectfully submitted,

Lisa Greggos,

Secretary