

WALNUT BEACH CONDOMINIUM ASSOCIATION

Board of Directors Meeting November 27, 2018 Margaret Egan Center, Milford, CT

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

Absent: Lisa Greggos, Secretary

Unit Owners Present: Martin Lippman, Unit 77-C

The board meeting was called to order by Clare Farley at 7:02 PM

All owners had been advised of the time and place of the meeting via mail and website on 11/18/18. The board advised that future meetings would be held on Mondays starting in January. There is no December meeting.

Change is for convenience of board members.

Comments by Unit Owners:

Marty Lippman mentioned that he was having a problem with his telephone. Frontier stated that water is getting into the underground lines. They will need to do some repairs that may cause people to be without a landline during repair time.

He mentioned that the dumpsters are still not being replaced after disposal. John will remind Oak Ridge which has bought Winters Brothers. Oak Ridge requested that we paint lines on the driveway indicating where the dumpsters should be placed.

Marty mentioned that Bea Ball would not be attending tonight's meeting and could not be at Monday meetings if changed. He was informed that Bea had announced to the board that she would no longer be acting as board secretary.

Minutes

Minutes of the September 18, 2018 were approved as presented.

Financial Report:

There is \$4,041.27 in the checking account and \$38,721.14 in money market reserve account for a total of \$42,762.41.

Administrative :**Rules and Regulations**

The changes to Rules and Regulations were integrated into the existing R & R document which was then retyped by Clare. This is to be forwarded to John and the condo attorney for final formatting.

New R & R changes effective September 2018 had posted to the WBCA website in September.

Owner rentals:

The board requested that John send a letter to owners who are currently renting and another letter to all unit owners as a reminder of requirements governing rentals at WBCA.

Maintenance Standards:

The board will address Maintenance Standards at a future date to be determined.

Bulk Basement Storage:

The board decided it would be best to provide a dumpster on-site for disposal of items stored in basement and common storage areas. Clean-up will be scheduled after the first of the year as weather permits. Workers will be on-site for help with removal of items.

Unit owners will receive advance notification so that they can plan accordingly.

Fire Marshall Update Report:

All hallways and basement smoke detectors will be changed/upgraded per the fire inspector's request. Basement doors at end of buildings will be checked , as well as springs on unit entry doors will be checked.

All items need to be moved from second landings and hallways as well as first floors. There are to be no items except for wall hangings in any of the common hall areas on both the first and second floors.

Association Contact List Requested by Unit Owners

All unit owners had received the form for sharing personal information with the annual meeting packet. Eleven (11) information sheets from owners were returned. After further discussion, it was determined that no information on owners could be handed out by the board due to privacy and legal issues.

Snow contract:

Milford Landscaping issued an updated snow contract at a 3 and 1/2% increase across the board for a two year period. The first contract was revised as percentage increase was not consistent. Since there are still discrepancies, John will address this again with the contractor and will present a revised contract for board signature.

The need for drivers to sound their horn when they need cars removed was stressed. A letter/notice for snow removal procedure will be sent to all unit owners by John.

Landscaping:

It was determined that we would offer to pay half of the cost of red mulch laid down by Milford Landscaping as we had requested brown, and, also felt that the price was too high. Due to cost, the board would like to make an alternative arrangement to mulching the center area next year.

Structural Project

John submitted Tim Wentzell's final bill for structural evaluation. Since it was determined that structural problems in crawlspaces can be phased in rather than be done all at one time, work will be prioritized based on evaluation of need as referenced in the engineering inspection report presented by Tim Wentzell of Connecticut Property Engineering and dated October 15, 2018.

Pricing for center beam repair needs to be obtained. Previous pricing obtained was for replacement.

De-Humidification

John presented an alternative bid from Basement Systems for de-humidification of crawlspaces.

103-D Structural

Contractor has evaluated 103-D issues and determined that the center structural support wall in the crawlspace is stable. Truss repairs which are fairly straightforward should solve the problem. John will contact the owner for scheduling.

Maintenance:

John presented a maintenance report on current work completed and work to be scheduled as well as maintenance needs to be addressed in the future.

Maintenance Done Since 9/18:

89-A - screening repair at deck completed; vine removed at A/C vent
107-D - interior leak repairs completed
79 - detached leader repaired front left
83 - second floor hallway smoke detector replaced
85 front - weeding done
73B/D - main line cleared
Exterior faucets shut off/ hoses put away/ shovels and salt buckets put out
Gutters and leaders checked and cleaned as needed

Maintenance to be Scheduled:

Immediate Maintenance from fire inspector's report - new detectors and emergency light changes as needed.

101 - D - Deck siding
Trees - Pine behind 101 (priced by WAZ Tree Service @ \$1,010.33)
Tree at entrance to Bldg. 6 - Pricing needed
Decks - 81 -D and 83-D
Bldg. 5 - Basement door (comments from 85-B and 810B)
Gutter issues 77 back - sag in roof - may be truss issue (ref. 109) Given to R & M
Fascia and gutter worked on and will be monitored
79-B - Front living room wall leak - Given to R & M (not actively leaking - remove sheetrock and test
UI meter replacement and change in meter cabinets: Update - looked at with Mike Cody

Pothole repair in driveway between Bldgs. 4 & 5 - weather problems. Hope to repair before asphalt plants close.

Unit 105-C leak in closet - Given to R & M

Miscellaneous:

Units 73-D, 77-D, 101-A

Additional Maintenance Projects from Operating Account per J. Hufcut Supplement to November Maintenance Report

Maintenance Projects as needed:

- Gas lines as needed
- 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-B and D, 109-B and D
- Furnace room doors as needed
- Update all common hallway smoke detectors
- Window caulking
- Wood posts for mailboxes

Work to be scheduled:

77-B plumbing issues

79 rear hallway repairs from plumbing work

Leak in Bldg. 5 at basement - work needed on main water valve – **Major Project**

- Hold

83 crawlspace drain line leak and 85 crawlspace copper line support – **Frank scheduling**

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

Old master TV antenna removal

To Be Scheduled when owners are ready:

77-C cracks in living room and bedroom sheetrock

77-C deck

79-D interior repairs

Capital Projects

John is working on projects and costs and priorities in order to ascertain possible assessment costs.

Capital Projects list to be priced:

- Main sewer lines – approx. 36,000.00 as of 2/25/17
- Sidewalks with grill pads - estimate of 18,300.00 as of 9/19/17
- Window lintels
- Brick pointing
- Basement doors – **Bldg. 5 basement door is an immediate issue**
- Main front doors and sidelights
- Painting including wood shingle replacement where needed – Capital or Operating?
- Parking lots
- Landscaping projects ?
- Roof vents, i.e. 83-D and 105-109 in lieu of ridge vents
- Mailboxes
- Brick movement, i.e. Bldg. 4 at front of 77, Rear of 109-C, Rear of 107-C at furnace room vent
- Truss issues at rear of buildings at second story units
- Change from aluminum to Azek 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. 4

The meeting was adjourned at 7:55 PM.

Respectfully submitted,

Peg Meisenholder and Clare Farley for Lisa Greggos, Secretary