

Minutes of SLCA Board of Directors Meeting

November 27, 2012

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• Scott resend amended Annual Meeting minutes to Board members.....	<i>Error! Bookmark not defined.</i>
• Board members read and approve amended Annual Meeting and September minutes.	<i>Error! Bookmark not defined.</i>
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- **Rob review condo docs/rules regarding fireplaces and policies for damage, then recommend rule changes to protect association from being financially responsible for damage done by negligence of residents.**.....Error! Bookmark not defined.
- **Board members think about a new rule requiring residents to grant access to their units for maintenance, or provide written proof of maintenance performed by qualified contractors.**Error! Bookmark not defined.
- **Ray e-mail examples to Board members from other condo associations which have changed their bylaws to make owners responsible for association insurance deductibles when damages occur in their units.**Error! Bookmark not defined.
- **Ray investigate whether we can assess interest on the unpaid sewer bill, and begin doing so if allowed.**Error! Bookmark not defined.

Unit 43-2 drainage block.....Error! Bookmark not defined.

Moss on ?-1 roof.....Error! Bookmark not defined.

Kayak on 13-2 gas tankError! Bookmark not defined.

Website changes.....Error! Bookmark not defined.

Pet rulesError! Bookmark not defined.

Action Items.....Error! Bookmark not defined.

- **Scott update condo rules to reflect recent decisions to allow tenants and guests to bring pets onto SLCA property.**Error! Bookmark not defined.

Gary Best’s proposal for funding improvements in common areas..... **Error! Bookmark not defined.**

New Business 7

New Moseley contract.....Error! Bookmark not defined.

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- **All Board members read new Moseley contract and discuss via email. Send suggestions for changes to Kevin.**Error! Bookmark not defined.

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Opening

Meeting called to order at 7:08.

Present:

- Mary Jo Mulligan-Kehoe (President)
- Scott Gilmore (Secretary)
- Rob Davidson (arrived at 7:23)
- Alan Nadel (via Skype and telephone)
- Ray Stanford (Property Manager, Moseley Associates)

Absent:

- Kevin Albert (Treasurer)

No non-Board owners present.

Minutes from Previous Meeting

Mary Jo moved to accept the minutes as amended. Scott seconded. All approved.

Financial Report

Ray walked the Board through the monthly financial report. The main balances at the end of the prior month were as follows:

Item	Annual Budget	Current Period		Year-to-Date		
		Budget	Actual	Budget	Actual	Variance
Operating Surplus	(164.00)	1,588.00	6,267.33	1,060.00	9,716.02	8,656.02
Operating Cash	(164.00)	4,088.00	0.00	4,060.00	0.00	(4,060.00)
Short Term Reserves	0.00	0.00	7,070.60	0.00	7,070.60	7,070.60
Long Term Reserves	13,378.00	1,114.83	6,903.13	11,148.34	6,903.13	(4,245.21)

Item	Amount
CD's Invested	96,629.51
Long Term Reserve	6,903.13
Total Capital Funds	103,532.64

Details can be found in Moseley's full monthly report. Following are highlights and discussion points.

Kevin recommended (by e-mail prior to the meeting) that we wait until next year to purchase new CD's with the cash from the Long Term Reserve, because CD rates are currently very low. Ray recommended buying short-term CD's. Alan recommended investing what we have in the shortest-term CD available. Mary Jo agreed.

Action Items

- **Ray advise Kevin to purchase a short-term CD as soon as possible.**

2013 Budget

Board members agreed to increase the BEACH EXPENSE budget to \$500.

Rob motioned to approve the 2013 budget with the above change. Mary Jo seconded. All 4 present Board members voted in favor.

Old business

Ray provided status updates on the following projects.

Lighting grant

Liberty Utilities will fund 50% of the fixture and bulb costs. They will not pay for posts. Total cost to SLCA (our 50%) for fixtures and bulbs would be \$1484. Savings with LED's is 80-90% over incandescent lights. Liberty Utilities projected \$800 savings per year for SLCA, based on our usage pattern. The proposed fixtures could be attached to our existing posts. This proposal does not include the stairway lighting because they don't yet have appropriate fixtures. Costs can be financed up to 96 months.

The Board would like to proceed, assuming that costs for posts (and their installation) are reasonable.

Action Items

- ***Ray send post costs to Board.***
- ***Ray discuss wiring costs with electrician and post installation costs with Jim Shibles.***

Tree work

The Board approved for Jim Shibles to remove 4 trees between units 27 and 29.

Extra money from the remainder of year, plus funds from selling the abandoned kayaks, will be applied to hiring Fox Tree Service to add additional cabling to the large tree behind 27 and the birch tree behind 25-1.

Action Items

- ***Ray instruct Jim to proceed with above work.***
- ***Ray get updated quote from Fox Tree Service for above work. If within available funding, proceed with that work.***

Kayaks for bid

The Board agreed to accept a \$500 bid for the 2 Wilderness Pungo kayaks. That money will be applied to tree work.

No bids on 3rd kayak or sail board.

Action Items

- ***Ray inform bidder and make kayaks available to him.***
- ***Ray will solicit bids on remaining items.***

Road repair

Work is done. Cost was \$350.

Unit 47-1 insurance claim and billing issue

Status updates on Previous Action Items:

- ***Ray check Moseley's records for chimney inspections of 47-1.***

- Status: Inspected in 2011, but not cleaned (because it was sufficiently clean). No comments recorded about condition.
- Rob review condo docs/rules regarding fireplaces and policies for damage, then recommend rule changes to protect association from being financially responsible for damage done by negligence of residents.
 - Status: Rob had reviewed the documents. The Board discussed the situation. See Action Items below.
- Board members think about a new rule requiring residents to grant access to their units for maintenance, or provide written proof of maintenance performed by qualified contractors.
 - Status: The Board discussed such a rule. See Action Items below.
- Ray e-mail examples to Board members from other condo associations which have changed their bylaws to make owners responsible for association insurance deductibles when damages occur in their units.
 - Status: Done. Ray and the Board discussed the situation and concluded that such changes would have to be made to the Bylaws and voted upon at the next Annual Meeting.
- Ray investigate whether we can assess interest on the unpaid sewer bill, and begin doing so if allowed.
 - Status: Cannot assess interest, but can add late fees. Late fee should be applied every month until paid. If it is 90-days past due, then it can be assessed to the unit and included on monthly dues bill. If still not paid, then Moseley can apply a lien to the property. The Board agreed to apply an assessment to unit 47-1 for the unpaid emergency maintenance bill for the sewer backup, plus late fees.

Action Items

- ***Board members review docs sent today by Ray and consider changing Bylaws (at Annual Meeting) to make unit owners responsible for association deductible if they cause damage to common areas, and increase association's deductible to standard of between \$5000 - \$10,000 (up from current \$2500). If approved, owners should obtain loss assessment insurance coverage up to amount of association's deductible.***
- ***Board members think about a new rule requiring residents to grant access to their units for routine and emergency maintenance, or provide written proof of maintenance performed by qualified contractors. If the resident requests emergency maintenance, they are required to be present or otherwise provide access when the maintenance staff arrive.***
- ***Ray apply an assessment to unit 47-1 for the unpaid emergency maintenance bill for the sewer backup, plus late fees.***

Amended Annual Meeting minutes

Already approved and posted on website.

Website changes

No responses to summary of ideas assembled and circulated by Scott to interested residents. Scott will revisit this in January, after business travel and holidays.

Action Items

- ***Scott discuss possible changes with Dennis Fuchs. Get a price quote for him to do the work, if appropriate.***

33-1 roof and sky light leaks

Jim is not insured to do roof work. Another contractor applied ice and water shield, but that did not help.

Dayco, a specialist for rubber roofs, agreed that the leak is around the skylight, not the skylight itself. They recommend installing a diverter and new rubber seals around the skylights at a cost of \$400/skylight. The Board agreed to proceed with this work.

Action Items

- ***Ray notify Casey Cantlin to have the work done by Dayco at the above cost.***

Mice

Jim placed Tom Cat (poison) blocks around all buildings.

It has 2 weeks since Rob has caught any mice in his traps.

The problem seems to have been resolved.

Moseley contract

Ray and Kevin are still having discussions about potential cost savings by reducing our needs for their services (especially Ray's time). A lot of Ray's time is spent meeting with contractors on-site to review potential and completed work.

Ideas for Kevin to discuss with Moseley:

- Reduce management time by Ray attending only 2/3 of board meetings.
- Consolidate contractor assessments.
- More-streamlined decision-making processes. Review past findings rather than starting over with contractor assessments for things already assessed.
- Use website improvements to streamline processes such as boat/kayak/canoe registrations.

Action Items

- ***Kevin discuss above ideas with Moseley.***
- ***Scott discuss website registration of boats/kayaks/canoes with Dennis Fuchs.***

Rules update

Only Alan and Scott have approved the current draft Rules document. Scott suggested that we all approve and post the current draft, to enact the changes as soon as possible. We can approve and post a newer version after the air conditioner and fines topics have been discussed and agreed upon.

Action Items

- ***Scott resend updated Rules document to Board.***
- ***All Board members review and approve or correct draft Rules document.***
- ***Scott post approved Rules document on SLCA website.***

Window air conditioner unit

Need information about Gary Best's unit before further discussion.

Action Items

- ***Mary Jo contact Gary Best for information about his A/C unit.***

Assessing fines for failure to follow pet rules

Alan clarified that he did not expect to have time to do this before the November Board meeting.

Action Items

- ***Alan draft a rule for fines for the next Board meeting.***

Gary Best's proposal for property improvements

Every month, 90% of dues go to the Operating Budget; the remaining 10% goes to Long Term Reserves (LTR).

Board members agreed to limit general property improvements to no more than 25% of the annual allocation toward LTR (i.e., 2.5% of monthly dues). Example projects include new roadway and stairway lighting, walkway improvements, and landscape lighting.

Rob moved that the Board have the authority, on a discretionary basis, to allocate up to 25% of the annual LTR allocation for capital improvement projects. Alan seconded. All 4 present Board members voted in favor.

Action Items

- ***Scott send description of this change to Ray for inclusion in the 2013 budget mailing.***
- ***Ray include this information in 2013 budget mailing to all owners.***

New Business

Repairs reported to Moseley since previous Board meeting

Ray provided a spreadsheet with details.

Beach Sand

Need to get started on paperwork for approval to add a new load of sand to the beach. This needs to be done every 3 years, and it will be 3 years in 2013.

Action Items

- ***Ray gather cost and related information about previous beach work.***

Next meeting date

Wednesday, January 9, 2013, at 7pm.

Closing

Motion to adjourn by Alan. Seconded by Rob. All agreed.

Meeting adjourned at 9:16.