

Dorsey Village Condominium Association Board of Directors Meeting Minutes

DATE: 20 April 2016

PRESENT: Kevin Adams (Vice-President), Gary Ruskowski (President), John Whitfield (Secretary), Patricia Johnson (at-large), Beth Wibbels (at-large), Bill Stout (guest/management company)

ABSENT: Gino Leone (Treasurer)

Meeting was called to order by Kevin Adams, Vice-President at 6:06pm.

COMMUNITY WALK THROUGH:

Board members and Bill Stout walked the property to review landscape and evaluating issues in need of repair. Kevin Adams presented the improvement proposal from Class A Lawn & Landscaping. Kevin Adams made notes regarding board feedback on revisions and modifications to the proposal and will communicate with Class A.

APPROVAL OF MINUTES:

Minutes from previous meeting were submitted to Stout Properties and posted on website.

OLD BUSINESS:

Community Activity/Cook-Out

- The board still plans to have a community cook-out but it was determined that the original May date is not feasible. The decision was made to move the cook-out to 11 June in the early afternoon.

Capital Project

- The capital project this year will focus on repairing, resealing, and restriping the parking lot and roads through the community. Stout properties will obtain 3 estimates and the board will decide which vendor to use.

Gutter Issues

- The board identified several issues with gutters still needing to be addressed. Bill Stout recommended that GM come and review gutters that need to be secured or corrected. Gary Ruskowski suggested that while they are on ladders they should also review the roofs for nail pops.

Leaking 2nd Floor Windows

- Gary Ruskowski reported that attorney's opinion is that repair/replacement of leaking windows should be considered the responsibility of the unit owner, per the By-Laws. Bill Stout concurred and recommended that all upstairs windows and patio doors be caulked/silicone on an annual basis as part of upkeep by the community.

ACTION: John Whitfield made the motion that GM be contacted to check all roofs for nail pops, review and address gutters that need to be secured, and caulk/silicone all 2nd story windows and patio doors. Beth Wibbels seconded. Motion passed unanimously.

By-Law Revisions

- Due to low attendance by residents it was not possible to have an official meeting in 2015. The board recognizes that this can be a problem, particularly when financial institutions request a copy of official meeting minutes when approving financing for potential new residents.
- The board will start the process of revising the by-law to decrease the required percentage of residents present to have an official meeting. It was agreed that 20% is an achievable goal. Ideally, this will be completed in time to submit to the membership at the community cook-out.

Parking Issues

- It was noted that there continues to be parking violations by some residents. There was discussion that there are no By-Laws specifically addressing parking, but Bill Stout indicated that parking is still an enforceable rule of the community, particularly since there are signs at both entrances stating that violators will be towed.
- Bill Stout suggested that a sticker be placed on the window of vehicles, at least for the first violation. Bill Stout's office will supply board members with stickers.
- It was suggested that in the Fall when the sealing and striping of the parking lot and road occurs, the local fire department should come through and mark areas that must never be blocked to allow for emergency vehicle access. Any violations in these areas can be towed immediately since they pose safety concerns for the community's residents.

NEW BUSINESS:

Issues Involving Residents

- During community walk through it was noted that dog feces is being stacked near a sidewalk. The resident responsible will receive a letter from Bill Stout's office regarding this issue.
- During community walk through it was noted that a vehicle with a flat tire is still in the parking lot. The owner of the vehicle will be sent a letter.

Power Washing

- There was discussion about having the fronts of all buildings and front porches power washed.

Community Picnic Space

- There was discussion about obtaining an estimate for laying a concrete pad behind the North garages to create a space for grills and picnic tables. The option of also installing a small building to store community property in the winter. It was suggested that the company which installed the curbs should be contacted for a bid.

Deteriorating Porches

- During the community walk through it was noted that the front porches on buildings 5 and 6 are particularly pock marked and may need to be repaired or replaced. It was suggested that a concrete company evaluate both porches to determine what course of action should be pursued.

Peeling Fascia

- During the community walk through it was noted that the aluminum fascia on building 11 has begun to peel. It was suggested that a quote be obtained for the repainting of the fascia.

Project Review from Last Year

- The board discussed the door painting and deck/fence power washing/staining project. It was agreed that the board was overall satisfied with the quality of work. However, there were some negative issues as follows:
 - There was a complaint by a member. The complaint will be forwarded to Bill Stout who will address it.
 - There was discussion that the timeframe (approximately 3 weeks) to complete the project was too long and a more concise timeframe will be requested next time.
 - There was discussion that workers need to have some form of identification (uniform, company hat, or name tag) so that residents can easily identify them. Bill Stout will suggest this to the company.

ADJOURNMENT:

With no further business for consideration, John Whitfield made the motion to adjourn the meeting at 8:05pm. Pat Johnson seconded the motion.

Minutes respectfully submitted by John Whitfield, Secretary, 26 April 2016.