

## **650 Island Way Condominiums Association, Inc.**

### **BOARD OF DIRECTORS' MEETING – January 12,2021**

- **Meeting called to order at 6:15 pm**
- **Attendees:**
  - a. **Board Members: Lizz Eiselein, Fred Graziani, Darcy Wells, Lynn Gruber**
  - b. **Board Members attending via phone: Ginger Adams**
  - c. **Finance Committee: Steve Naley**
  - d. **Management Company: Richard Drago from Jim Nobles Management, Inc.**
- **Reading of minutes: Darcy made motion to waive reading of minutes, seconded by Lizz, passed unanimously**
- **Treasurers report: There was a small increase in dues, largely due to an unavoidable increase in the building's insurance premium. If anyone has a problem with the coupon book, call the management company. Motion to approve Treasurer's report by Lynn; seconded by Fred. Passed unanimously**

#### **OLD BUSINESS:**

- **Roof Estimates: This is our biggest pending issue. According to our Insurance broker, we need to replace the roof due to it's age (30+) years. If we do not (according to her), it will be very difficult to obtain insurance next year. Most (if not all) insurance companies are denying coverage based solely on the age of the roof, so this seems to be a trend in insurance industry. The board has created a roof sub-committee, so there is a small group of us working on this issue to research and verify, that this in fact is the case. Richard will also do some follow-up work (contact Insurance Commission, explore other insurance broker options, etc). So far we have received two bids (both bids are approximately \$450K+) with two more bids being expected in the next few weeks.**

**One resident suggested the roof on building 610 is older than our roof, and wanted to know who they use as an insurance agent (NOTE: after our meeting, Richard confirmed name of insurance company and also confirmed that the 610 roof was in fact replaced in approximately 2004.**

**Steve suggested an independent roofing consultant evaluate the roof - the board will follow-up on this suggestion.**

- **Concrete/spalling repairs:** Cracking on 4 balconies has been repaired. Additionally a concrete repair was completed on the walkway on the 7th floor. After the work was completed, a few of the railings were very loose. After not getting a suitable solution from the company that did the work, we will have Wilbert tighten those railings (any additional cost to be absorbed by the concrete company)
- **Elevator function assessment:** Richard called VTE who did the last one to review elevator to see if it's in compliance. Additionally, we will be getting some bids for elevator service contract. We've had a number of elevator malfunctions, some just in the last few weeks and are not thrilled with our current service provider, Oracle (NOTE: Oracle had agreed to clean all "contacts" -- which are critical for elevator door opening/closing. They have now agreed to REPLACE all contacts (thanks to John DeFlumeri)
- **Maintenance company contract/fee schedule:** Richard will provide us with a boilerplate maintenance contract for our review and action. We currently do not have a contract with our maintenance company. Wilbert and his team have been serving our property since 1994. Darcy talked to Wilbert and assured him that he does a great job and we're happy with the service he provides, we just feel it would be helpful to have a contract in place so it's clear what duties he is responsible and what a typical maintenance schedule will be (ie. what gets done daily, weekly, monthly, quarterly, annually). The board will work on this and review with Wilbert.

#### **NEW BUSINESS:**

- **Painting/Parking spaces:** Some of the "guest" and "reserved" painting has faded so it is not visible. Darcy will ask Wilbert to repaint where needed.
- **Property management role vs board role/responsibilities:** Richard will provide
- **Off-site storage – spring cleaning project?** We pay annually, we have 20 years worth of stuff, propose as spring project to reduce number of boxes being stored and thereby annual cost.
- **Establishment of project sub-committees:** Darcy and Lynn suggested sub-committees to tap into the talents of our residents for the following: Roofing committee, Elevator committee. Richard suggested a board member be in charge of each committee.
- **Resident issues:**
  - Unit 304 lease: Richard will follow-up with owner to ensure that all residents/renters in the unit complete an application and undergo required background check.
  - Unit 605 parking spot issue/PVC piping: Richard sent 2 letters with no response. He will send 1 more letter and state that the railing needs to be removed within five days of final notice.
  - Unit 704 bait traps: The traps that had been stored on common area were removed after numerous warnings/letter to owner. The traps are being temporarily stored offsite and can be reclaimed by the owner, but cannot be stored on common area! It appears that the

**shoes that were being lined up outside of unit door, on the walkway, have been removed so that issue appears to be resolved.**

**Next Meeting: Tuesday, February 9, 6:00pm**

**Meeting adjourned - Motion to adjourn meeting made by Darcy, seconded by Ginger, passed unanimously. Meeting adjourned 7:50pm**