

Windrush Bay Condominium Association, Inc.
Minutes of Board of Directors Meeting
Thursday, August 15, 2019.
Windrush Bay Clubhouse 7:00 pm

1. **Call to Order:** President Carol Lovejoy called the meeting to order at 7:00 pm. Present were Vice President Pat Altyn; present by phone were Director Bob Hutchinson, Treasurer Bob Tannura, Secretary Judy Sutherland. Also present was Ashley Moore, Association Manager.

2. **Quorum was established.**

3. **Motion** to forgo the reading of the minutes of the July 18, 2019 Board Meeting, the July 23, 2019 and August 13, 2019 Board Workshops and the August 8, 2019 Board/Finance Committee Budget Planning Workshop was made by Carol Lovejoy, seconded by Pat Altyn. **Carried unanimously.**

Motion to accept the minutes of the July 18, 2019 Board Meeting, the July 23, 2019 and August 13, 2019 Board Workshops and the August 8, 2019 Board/Finance Committee Budget Planning Workshop was made by Carol Lovejoy, seconded by Pat Altyn. **Carried unanimously.**

4. **Managers Report:** Ashley presented the revised Pool/Clubhouse Key Request Form. Also, a bid proposal to replace the entire roof of Building H was presented from Watertight Roofing Services, LLC. It included the option to pay an additional \$792 to upgrade the warranty to a 20 year GAF Golden Pledge Warranty. In addition, Ashley addressed the problems caused by a leaky faucet incident in unit 648 which caused extensive damage to 647; neither owner is insured. Ashley also will address using the Windrush Bay USPS address instead of the old unit numbers found in the documents, when referring to the units. Ashley was also questioned by an owner if it was mandatory to carry insurance on the units. Ashley explained the state does not require it but the association could adopt a policy.

5. **Committee Reports:**

Building: Read by Carol Lovejoy.

. . . A water leak in unit 648 caused extensive damage to 647 below it and neither owner is insured. Our property manager, Ashley Moore, has suggested that the Association's insurer handle the cleanup and remediation and determine responsibility. Since large portions of the ceiling of 647 have come down and asbestos has been detected in the popcorn ceiling, the first step is now asbestos removal. Please carry insurance on your unit . . .

. . . /A problem was also discovered in the repair made to unit 656 – some decayed wood is still visible at the top of the stairs where they meet the porch floor. Homeworks will make any necessary fixes . . .

. . . Water dripping from the dining room ceiling of unit 637 was traced to a roof leak, which Watertight Roofing came out immediately (on a Saturday) to patch up temporarily with a future permanent repair quote of \$1375. The dining room ceiling was so wet it needs complete removal and replacement. Tonight we are ratifying our approval of an emergency proposal from Homeworks for \$1645 to do this.

. . . it is past time to do something about the missing shingles on building H, though we still have no ruling on our insurance claim. We got a repair estimate of \$1100 and a replacement proposal of \$22,520 (with 20 year non-prorated warranty) on May 24. Ashley Moore will find out before

meeting time whether we can move ahead on a fix. With the condition of this roof and shingles missing . . . I highly recommend the replacement option on both this building and on M. Both roofs have an expected lifetime of only 1-2 years. I spoke with Shaun Bernstein of Watertight Roofing who said prices of roofing materials have been increasing and the best offer he could make on doing both roofs would be to hold to his May 24 price. I don't believe he charged us for the Saturday temporary repair.

Respectfully submitted, Bob Hutchinson, Chair

Landscaping: Trimming has been done by the landscaping company; Volunteers are needed to help the beautification committee. This past year the volunteers were unable to do as much as they had in previously years due to personal issues. Patrick is addressing minor landscaping issues.

Finance: Read by Carol Lovejoy.

We finished the month of July \$5,272.14 in the good. For the year we are \$5,506.88 in the good. The lack of people there in the summer is showing in the budget. For example, the water is still \$2,291.48 in the hole, but we are now spending approximately \$2,000.00 less per month than in February and March. I'm hoping we will catch up with the deficit we have in water, sewer, & utility tax water within the next couple of months.
Sincerely,

Jeff Schram,
Finance Chairman,
WRB

Phone Books: New ones will be available in the fall. The current book is on the Windrush Bay website under Residents. It is password protected.

Pool: Carol will send an additional email blast out concerning the new procedures for using the pool fence.

Recorder-at-Meetings: Volunteers always needed and appreciated.

Social: n/a

7. **Unfinished Business:**

The roof of H building can be repaired while we wait for the insurance claim to be completed. Bob Hutchinson suggested replacing the roof instead of a roof repair. The life of the current roof is for 1-2 years.

Motion to approve the proposal from Watertight Roofing Company in the amount of \$22,520.00 to replace the roof on Building H. with the Golden Pledge Warranty, which includes 5 year labor, 40 year shingle and a 20 year workmanship was made by Carol Lovejoy, seconded by Bob Hutchinson. **Carried unanimously.**

8. New Business

Carol spoke about the damage caused by a water leak between 647/648. And an additional water damage issue in 647. Neither owner has insurance. The association is responsible for the dry wall in.

Motion to ratify and file an insurance claim for the water damage restoration between 647 & 648 was made by Carol Lovejoy, seconded by Bob Tannura. **Carried unanimously.**

Motion to ratify \$1,645.00 to Homeworks of Holiday to replace the ceiling of 637 due to a roof leak was made by Carol Lovejoy, seconded by Bob Tannura. **Carried unanimously.**

Bob Hutchinson also suggested replacement of Building M's roof using the proposal from Watertight Roofing for Building H since it is the same layout.

Motion was made to replace the roof of Building M in the amount of \$22,520.00 by Watertight Roofing if they honor the proposal from Building H with the extended Golden Pledge Warranty by Bob Hutchinson, seconded by Bob Tannura. **Carried unanimously.**

The request for new windows didn't come in from 650. We can ratify it in October if it comes in.

Motion to accept the new key form for the clubhouse/laundry/pool created by Ashley Moore was made by Carol Lovejoy, seconded by Judy Sutherland. **Carried unanimously.**

Announcements:

- August 22, 2019 And August 30th, 2019. The clubhouse is **reserved** for private functions.
- August 27th, 2019 and September 10th, 2019. **No Board Workshop.**
- September 12, 2019. Ameritech mailing "**First Notice of Election**"
- September 29, 2019. **No Board Meeting**
- October 3, 2019. **5pm deadline** for submitting "**Intent to Run for Board**"
- October 8th, 2019. **5pm deadline** for one-page "**Candidate Statement**"
- October 11. Ameritech Mailing; Budget 2020 Proposal; **Second notice** of Election; Candidates Statements, Ballot, Proxies, Annual Meeting Agenda.
- November 12. 5:30pm Budget 2020 Board Meeting, followed by Annual Members Meeting with election of 3 Board Positions, followed by New Board Organization Meeting

9. Adjournment:

Motion to adjourn at 8:04 pm was made by Carol Lovejoy, seconded by Bob Hutchinson. **Carried unanimously.**

Respectfully submitted,

Bernie Monaghan

