

Kendall Overlook (Kendall 1)
Snowden Overlook Clubhouse
September 9, 2015
Condominium Association Meeting

Call to order by Vice President, Marion Thompson at 7:55 PM.

BOD members present:

Marion Thompson, Vice President

Pat Harrington, Secretary

Karen Keane, Treasurer

Debora Plunkett, At large

A quorum was present.

There were 35 members of the community present

1. Motion made by Keane and seconded Plunkett to approve the agenda. Passed 4/0
2. Motion to approve BOD Minutes of July 8, 2015 and August 12, 2015 working board meeting was made by Keane and seconded Plunkett. Passed 4/0
3. Motion made by Plunkett to accept and sign the contract from Becht Engineering for \$4800 for the Flashing Detail Inspections, seconded by Keane. Passed 4/0
4. Motion made by Plunkett to sign the contract for \$2506 from SRS as construction support for Becht Engineering during their inspections noting that additional hours may be required for an 8 hr min at \$35-\$75 per hour, seconded by Keane. Passed 4/0
5. Motion made by Plunkett to sign the contract from Becht Engineering for \$2800 for Roofing Inspections of 8 exterior and interior roofs, seconded by Keane. Passed 4/0
6. Treasurer's Report: Karen Keane
 - a. Karen moved that an audit adjustment of \$6812 be recorded. Plunkett seconded the motion. Passed 4/0
 - b. Through July we have incurred a loss of \$9300 due to snow removal costs.
 - c. Projected loss for years is \$6100
 - d. Cash balances: operating funds \$14,000; reserves \$442,000
 - e. Projected to have \$15- \$18,000 going into 2016 for snow removal expense.
 - f. With the audit adjustment the reserves will be fully funded (\$477,000) by end of year
 - g. The tax return was found to be correct, and it is to be filed by WPM.
 - h. Michael Neal, our lawyer for delinquency collections has a B- rating on Angies list because of his toughness with delinquents. There are 4 properties with balances but only 2 are significant amounts. The outstanding delinquencies are approximately \$54,000 but \$16000 is owed to SOCA. We receive a monthly report and the lawyer is diligent in pursuing collections. The houses have liens against them. Law passed in 2012 prohibits condos from withholding services like snow removal. There are no outstanding balances for the lawyer's services as he is paid through collected funds.
7. Committee Reports:
 - a. Landscaping: Pat Harrington
 - 1.) Dying Arborvitae to be removed from center garden
 - 2.) Jim Banahan has become proficient using the water meter and has been responsible for keeping the monument garden watered.
 - 3.) In April we will be banding the Oak trees against Gypsy Moths.
 - b. Architectural: Leon Thomas
 - 1.) Application for patio but committee has not met to discuss recommendation.
 - 2.) Satellite Dish waiver is needed. Leon wants WPM to send them out.

- 3.) A motion was made by Keane to approve the applications for landscaping in the front yards of the Thomas and Gearing homes. Seconded by Plunkett. Passed 4/0
- c. Welcoming: Ann McCleaf
New residents are Becky and Joe Socha
- d. Social: no report
- e. Maintenance: Susan Gearing
 - 1.) The goal of the committee is to have homes repaired by winter.
 - 2.) Precision Concrete completed removing the 32 trip hazards on our sidewalks. Trip hazard on sidewalk at 8738 EOW missed.
- f. Hardie Project: Hal Kassoff
 - 1.) Pergolas on 35 homes are currently being replaced.
 - 2.) The cost to the Condo Association for replacement of the rotted wood beneath the Hardi board will be about \$5000.
 - 3.) Decks have not been stripped of Hardi board. Waiting for a crew from Ryland. The supervisor of All Coast construction assured Hal that it will be done before they leave by end of September.
 - 4.) Hal asked the Social committee to give the crew a small celebration to recognize their hard work..
- g. Leadwalk repair at 8778 EOW
 - 1.) Received proposals from Mainscapes and AMG.
 - 2.) Thompson made a motion to accept the Mainscapes proposal, seconded by Keane. Passed 4/0
5. SOCA Report: Pat Harrington
 - a. A redesigned SO website has been launched. Dennis Ecichenlaub will train a member of each condo assn. to post on the site, Sue Camerdesse will post for KO.
 - b. Deck awning curtain installation awaiting Howard County permit.
 - c. HVAC contractor meeting about the ongoing problem with AC went well. Parts are on order to repair units 5 & 6.
 - i. Additional bids are being sought to repair the depressions on Dried Earth Blvd.
6. Old Business:
 - a. Robert Brady was appointed SOCA representative for KO through Dec.2015
 - b. Marion Thompson asked WPM to include the BOD in the invoice approval process. Details to be worked out.
7. New Business
 - a. The BOD appoints Jim Banahan as Landscape Committee chairperson.
 - b. The BOD appoints Judy Morrison as Social Committee chairperson.
 - c. A violation letter for under age 19 residents was sent out.
 - d. All monthly BOD meetings in the future will be Regular Board meetings to facilitate monthly voting.
 - e. The October BOD meeting has been moved to Tuesday October 6th.
 - f. A letter will be sent with meeting changes on Friday Sept. 11th.
8. The meeting was adjourned at 9:00 PM

Respectfully submitted
 Patricia Harrington
 Secretary

SPECIAL MEETING OF THE KENDALL I CONDOMINIUM ASSOCIATION TO DISCUSS WATER INFILTRATION ISSUES

Agenda

Marion Thompson

- Purpose and Goals
- Topics
 1. Current Assessment of water infiltration issues
 2. Invasive testing
 3. Roofing issues-2 options

Debora Plunkett

- Legal Counsel

Karen Keane

- Potential fiscal implications

Discussion

BOD, Maintenance committee, and residents

PRESENTATION

Marion

- Explain the current status regarding water infiltration issues
- Provide details on potential contractual decisions regarding diagnosing and remediating the issues
- Provide opportunity for home owners to participate in discussions and inform pending decisions.

Note: The Board of Directors will vote on any related decisions at the regular Board Meeting which will commence immediately following this special meeting.

Current Assessment of Water Infiltration Issues, Susan Gearing

- Scope of issues to date
 1. Wall base flashing directly above exterior doors of homes with basement rear exterior doors
 2. Deck ledger flashing
 3. Horizontal mullion detailing between sliding door head jams and transoms
 4. Roofs—2 options
- Historical perspective
- Current status
- Initial consultation with experts
 1. Need for invasive testing to determine scope of issues
 2. Need for legal counsel to affirm responsibilities
 - Builder
 - Kendall I Condominium Association'
 - Homeowners

Invasive Testing

- Engineering services to investigate issues pertaining to water infiltration
 1. Proposal from Becht Engineering
 2. \$4800 for flashing detail inspections
- Additional contractor support for material removal and restorations
 1. Proposal from SRS Construction
 2. \$2506 for 2 days
 3. Potential for additional material expenses to be billed at cost + 10%

Roofing Inspection Options

Option 1

- Hire engineering expert to perform visual inspections and provide independent report
 1. Proposal from Becht Engineering (\$2800)
 - Visual inspections on a representative sampling of no less than 8 units
 - Evaluation of the condition of the shingling, chimneys and related flashing materials.
 - Will provide report of findings (for homes inspected), recommendations for corrective work, and estimated remaining life of the roofing.

Option 2

- Hire roofing company to perform roof maintenance (inspection and caulking) of all roofs
 1. Addresses maintenance recommended in Reserve Study
 2. Preventative measure in preparation for winter
 3. If inspection identifies major roof problems, proceed with Option 1

Legal Counsel, Debora Plunkett

- Scope of Work
 1. Review Kendall I governing documents
 2. Advise on liability and responsibility
 3. Provide expert counsel on options
- Next Steps
 1. Three law firms have provided basic legal representation information
 2. They will now be asked to submit a specific proposal with total costs
- Advise on liability and responsibility
 1. Cowie and Mott
Construction, business and litigation law firm
 2. Nagle and Zaller
Condominium, homeowners, and cooperative associations law firm
 3. Elmore and Throop
Full service community and condominium association law firm

Potential Fiscal Implications, Karen Keane

- Current fiscal status
- Potential cost for items discussed
- Options to pay for potential costs

Description	Cost
Invasive Testing	\$4800
Option 1 Roofing	\$2800
Option 2 Roofing	TBD
Contractor Support	\$2506
Legal Counsel	\$3000*
	Known Cost to date
	\$13,106

**Note : These costs as estimated based on proposals submitted and provided additional materials or labor are not required. Repair costs are not included and will be an additional expense.*

Options to pay for potential costs associated with water infiltration issues

- **Special assessment**
- **Loan**