

Kendall Overlook Condominium Association (Kendall 1)  
Snowden Overlook Clubhouse  
January 11, 2017  
Board of Directors Meeting

Call to order by President, Marion Thompson at 7:05 PM.

BOD members present:

Marion Thompson, President  
Debora Plunkett, Vice President  
Pat Harrington, Secretary  
Karen Keane, Treasurer  
Joe Socha, At large

A quorum was present.

1. Motion to approve Agenda was made and seconded. Passed 5/0
2. A motion was made and seconded to approve the KO BOD meeting minutes of December 14, 2016. Passed 4/0. (Plunkett abstained due to absence at Dec 14, 2016 meeting.)
3. Presidents Report. Marion Thompson
  - a. Mediation dates set for February 24<sup>th</sup> (with 3<sup>rd</sup> party contractors), March 16<sup>th</sup> (with Cal-Atlantic) and March 29<sup>th</sup> (with all parties).
  - b. Mediator is Jay Snowden Stanley. Our cost is \$2400.
  - c. Ray Burke must present documents of our costs thus far to mediator by February 10, 2017.
  - d. Neil Sinclair has been contracted to prepare a 2<sup>nd</sup> repair cost estimate. His charge is \$4700.
  - e. The former law firm of Ober Kaler was merged with Baker Donelson, a national firm of over 800 lawyers, effective January 1, 2017.
4. Snow removal. Debora Plunkett  
We have a fixed price snow removal contract, which includes incentives for excellent service and penalties if service is poor. The BOD will evaluate performance monthly so please contact Debora Plunkett if you have comments on snow removal service.
5. Treasurers Report. Karen Keane
  - a. See attached
  - b. A motion was made and seconded to approve borrowing from reserves \$60K if needed through April. Discussion. Passed 5/0
  - c. A motion was made and seconded to accept/approve the Treasurers report. Passed 5/0
6. Committee Reports
  - a. Maintenance, Susan Gearing-not present
  - b. Architectural, Chairperson vacancy- no report
  - c. Landscaping, Jim Banahan Nothing to report
  - d. Welcoming. Becky Socha –not present
  - e. Social, Judy Morrison, not present
  - f. Parking, Ann McCleaf. Three warning notices were issued in November and 3 in December.
7. SOCA report, Pat Harrington
  - a. The December SOCA meeting was cancelled
  - b. The Terrace Room heaters have blown fuses in the breakers and are in process of being repaired.
  - c. Two abandoned cars (not moved in 30 days) were towed from Dried Earth Blvd. One had expired tags and other flat tires.
8. Management Company Report, Patricia Lall.
  - a. There were 3 violations last month.
  - b. Two are now in compliance and 1 still outstanding.
9. Old Business

- a. 8819 EOW mold remediation repair completed except for drywall and carpet. Bids are being gathered for Board approval.
- b. WPM software (Senerthco) is being considered at cost is \$40/momnth.  
A demonstration for the BOD is being scheduled. Possible date is prior to February meeting.
- c. Chart of Maintenance responsibilities handed out. There are a couple of items TBD.
- d. Satellite dish letter project needs to be completed.
- e. Investigating options for dealing with delinquent homeowners.
- f. WPM Spring covenant inspection of properties form developed by WPM is awaiting BOD approval.

10. New Business

- a. Master insurance policy annual renewal cost is \$30,600, a 3% increase which is included in budget. Motion was made and seconded to approve. Passed 5/0.
- b. A letter will be sent to unit owners encouraging them to have sprinkler systems inspected as suggested by our insurer.
- c. Vandalism/nuisance door knocking and overturning outdoor furniture occurred on New Years Eve and New Years Day. The perpetrators have been identified and unit owner whose door was damaged intends to press charges. WPM will send a letter to unit owner where the minor children who did the damage were visiting.
- d. An Architectural Chairman is needed. We are looking for volunteers to serve. Ann Sacks volunteered to help Jim Bannahan (current member) get a committee established.
- e. A Resolution is needed to formalize gutter and downspout responsibility decision.

11. Open Forum

12. Adjournment was at 8:08 PM.

Respectfully submitted  
Patricia Harrington  
Secretary

2 ATTACHMENTS:

**Treasurer's report –January 11, 2017**

- 1. Financial statements for November were reviewed. Preliminary statements for December were reviewed.
- 2. Cash balances – Operating November - \$ 1,046  
Reserves November - \$ 292,142  
Operating December - \$ 20,418  
Reserves December - \$ 238,243
- 3. We have taken loans totaling the \$306,000 from reserves through December. We were short of operating cash in December and took \$60,000 that was previously approved. Current projections estimate shortfall of another 60K by the end of April 2017. This is a conservative estimate given we have already incurred unbudgeted costs of 7100 in January. I move to approve borrowing another 60K if needed through April.
- 4. Reserves are currently \$306K less than the amount in the reserve study due to the \$306 loans taken since we began the lawsuit. The projection is to be \$101,000 under the recommended full funding (\$598,000) per the reserve study by December 2017, due to the new loans to be taken, offset by the infusion of cash from the special assessment.
- 5. Revenue was \$20K for December and expenses were \$75K (\$46 for the lawsuit) resulting in a loss \$55K for the month. YTD revenue was 237K, expenses were \$492K for a YTD loss of \$255K.

6. Through December, spending for engineering and legal expenses for water intrusion issues was \$331 K. We have budgeted an additional spending of \$70K in 2017, and the current projection of 2017 spending is \$87K
7. SRS has developed cost estimates for the repairs and a second opinion is being obtained. This information along with bank requirements will allow us to develop a longer term strategy and alternatives for funding repairs.

**Kendall Overlook Condominium**  
**CHART OF MAINTENANCE RESPONSIBILITY**

**Dated: As of January 11, 2017**

Item	Description	CA	UO	Document Reference
<b>Balconies</b>	maintenance, repair & replacement of all serving an individual unit		X	By-Laws, Article XIII, Section 1 (F.) pg. 21
<b>Chimneys</b>	maintenance, repair & replacement of all serving an individual unit			TBD
<b>Decks</b>	maintenance, repair & replacement of all serving an individual unit		X	By-Laws, Article XIII, Section 1 (F.) pg. 21
<b>Doors</b>	maintenance & replacement including storm door, frames and hardware		X	By-Laws, Article XIII, Section 1 (B.) pg. 21
	painting of exterior paintable surfaces of all exterior doors/frames	X		By-Laws, Article XIII, Section 2 (D.) pg. 22
<b>Driveway</b>	maintenance, repair & replacement of all serving an individual unit		X	Repair - By-Laws, Article IX (a) (F) pg. 13 / Replacement - By-Laws, Article XIII, Section 1 (F.) pg. 21
<b>Dryer Vents</b>	all serving an individual unit		X	By-Laws, Article XIII, Section 1 (E.) pg. 21
<b>Electrical Lines</b>	all serving an individual unit, regardless of location		X	By-Laws, Article XIII, Section 4 pg. 23
	serving the common areas	X		By-Laws, Article VIII (a) pg. 11
<b>Exterior Wall</b>	maintenance, repair & replacement		X	By-Laws, Article XIII, Section 2 (A.) pg. 22
<b>Exterminating</b>	Units		X	Declaration, Article X (k), page 21
	Common Areas	X		Declaration, Article X (k), page 21
<b>Fascia/Trim Boards</b>	maintenance repair & replacement - includes trim around unit windows & doors		X	By-Laws, Article XIII, Section 2 (D.) pg. 22
<b>Fireplaces</b>	all including annual inspections		X	By-Laws, Article XIII, Section 1 (D.), pg. 21
<b>Garage</b>	all serving an individual unit		X	By-Laws, Article XIII, Section 1, pg. 21
<b>Gutters / Dnspts</b>	repair and replacement		X	Board Decision - December 14, 2016 **
<b>HVAC</b>	all, including all chutes, ducts, conduits, wires and condensate lines		X	By-Laws, Article XIII, Section 1 (A.), pg. 21
<b>Landscaping</b>	Common Areas & Mowing only, on Unit LCE Lawns	X		By-Laws, Article VIII (e), pg. 11, By-Laws, Article XIII, Section 2 (C.), pg. 22
	Planting Beds & Front, Rear & Side Yards - turf repair, plantings and tree maintenance and replacement		X	By-Laws, Article XIII, Section 2 (C.), pg. 22

<b>Painting</b>	Exterior surfaces of all doors, and door & window trim.	X	By-Laws, Article XIII, Section 2(D.), pg. 22
	Interior of Unit		X By-Laws, Article XIII, Section 1, pg. 21
<b>Party Walls</b>	by the units sharing such wall (shared wall between two units)		X By-Laws, Article XIII, Section 1, pg. 21
<b>Plumbing &amp; Drain Lines</b>	all serving an individual unit, regardless of location		X By-Laws, Article XIII, Section 2 (A.), pg. 22
	serving the common areas	X	By-Laws, Article XIII, Section 2 (A.), pg. 22
<b>Roof</b>	maintenance, repair & replacement	X	By-Laws, Article XIII, Section 2 (A.), pg. 22
<b>Shutters</b>	maintenance, repair & replacement		TBD
<b>Sidewalks-Common</b>	repair and replacement of Common Walks	X	By-Laws, Article XIII, Section 2 (A.), pg. 22
<b>Sidewalks - Lead Walks</b>	repair and replacement of Lead Walks		X Declaration, Article I, Section af (iv), pg. 5 * Declaration, Article VII, Section c, pg. 12
<b>Smoke Detectors</b>	all serving an individual unit		X By-Laws, Article XIII, Section 1 (A.), pg. 21
<b>Snow Removal</b>	Driveways, Lead Walks & Stoops	X	By-Laws, Article XIII, Section 2 (B.), pg. 22
	Common Sidewalks	X	By-Laws, Article XIII, Section 2 (B.), pg. 22
	Parking Lots & Roadways	X	By-Laws, Article XIII, Section 2 (B.), pg. 22
<b>Sprinkler Systems</b>	all serving an individual unit including annual inspections		X By-Laws, Article XIII, Section 1 (E.) pg. 21
<b>Stoops</b>	maintenance, repair & replacement of all serving an individual unit		X Repair - By-Laws, Article IX (a) (8) pg. 13 / Replacement - By-Laws, Article XIII, Section 1 (F.) pg. 21
<b>Utility Meters</b>	all serving an individual unit		X By-Laws, Article XIII, Section 4, pg. 23
	all serving the common areas	X	By-Laws, Article VIII (g), pg. 11
<b>Windows</b>	maintenance & replacement including storm windows, screens, window frames, seals, glazing, window washing and glass replacement.		X Replacement - By-Laws, Article XIII, Section 1 (B.), pg. 21 / Washing/Replacement - By-Law Article XIII, Section 1 (C.) pg. 21 / Painting exterior windows and window frames -- By-Laws, Article XIII, Section 2 (D.), pg. 22

\* By-Laws Article XIII, Section 2(A), provides the Association is responsible to MRR the lead walks, however in the hierarchy of documents, the Declaration takes precedence over the By-Laws, per By-Laws, Article XVIII, Section 2, pg. 30; and Declaration, Article XII, Section m, pg. 30.

\*\* Gutters and downspouts are never explicitly stated in the MRR provisions in the K-1 By-laws and Declaration. Maryland Condo law 11.108.1 states that responsibility for parts of the unit, if not explicitly excepted in Condo documents, belongs to the unit owner.

MRR = Maintenance, Repair and Replacement

CA =Condominium Association

UO = Unit Owner