

Kendall Overlook Condominium Association (Kendall 1)  
Snowden Overlook Clubhouse  
October 4, 2016  
Board of Directors Meeting

Call to order by President, Marion Thompson at 7:02 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 September 14, 2016. Passed 5/0
3. Presidents Report. Marion Thompson
  - a. No update from Raymond Burke.
  - b. Two BOD positions will expire January 2017. Call for nominations mailing will be sent out on November 11, 2016. Deadline for return nominations is December 9, 2016.
  - c. Election will be held at the annual meeting on January 11, 2017.
  - d. Our lawyer, Craig Zaller has given us an opinion on our gutters. However, since he wrote the opinion, new information came to his attention and he has asked us to put this on hold until he has a chance to consult with Ray Burke and further consider the facts.
4. Treasurers Report. Karen Keane
  - a. The September financials have not been received at this time.
  - b. On October 7, 2016 two versions of KO's 2017 budget will be mailed.
  - c. Version A will be used if proposed special assessment is not approved by + 51% of owners. Version A includes an increase in the regular monthly assessment from \$258 to \$322.
  - d. Version B will be used if the Special Assessment of \$3600 per homeowner is approved at the October 26, 2016 "Special Assessment meeting". This version does not include an increase in the regular monthly assessment.
  - e. The Special Assessment, if passed, will be used to repay money borrowed from KO Reserves to pay for legal and engineering fees.
  - f. The one time Special Assessment can be paid in a lump sum, monthly by automatic debit or monthly coupon books can be issued.
  - g. You will receive a form for voting in the October 7, 2016 mailing. Please mark your vote and mail the form back to WPM, turn it in at the October 26, 2016 meeting, or you can assign a neighbor to be your proxy and have them turn it in at the meeting.
5. Committee Reports
  - a. Maintenance, Susan Gearing  
Working on regular maintenance plan. Primary focus now is erosion under driveways and examining concrete jacking.
  - b. Architectural, Leon Thomas.  
If you need to concrete the small area where erosion is occurring next to your driveway an architectural application must be submitted.

Satellite wavier letters were sent out to the 11 homes with dishes on roofs. Four have responded.

- a. Landscaping, Jim Banahan not present
  - b. Welcoming. Becky Socha no report
  - c. Social, Judy Morrison  
There were 26 neighbors who enjoyed the Fall brunch. Next event will be held in Spring.
  - d. Parking, Ann McCleaf. Not present  
Only one violation this past month.
6. SOCA report, Pat Harrington
- a. Restriping of DEB on Wed. Oct 17<sup>th</sup>. All vehicles must be removed.
  - b. Contract for the winterization of the pool was signed with DRD for \$590.
  - c. Landscaping and snow contract renewal proposals have been requested from Mainscapes.
  - d. Surge protectors were installed in Clubhouse and Gatehouse.
  - e. Justin Guy of Red Zone Fitness was given permission to give a free class on Wed. Oct 5<sup>th</sup> at 10:30. The BOD will consider letting him conduct classes depending on community interest, availability of space, and restrictions on using weights in Ballroom. (Option would be summer room poolside.)
  - f. Instruction on gym equipment will be given this Sat. Oct 8 at 10:00.  
Must sign up for both the aforementioned classes.
7. Management Company Report, Patricia Lall.
- a. Grounds Maintenance and Snow Removal bids have been received. Brightview would not give us a bid on Snow Removal so Patricia Lall advised us to remove them from consideration. A comparison chart of the other 2 bids will be prepared to help us evaluate the proposals.
  - b. Violations
    - 8733 EOW garage door not repaired. Fine will begin on Oct 12<sup>th</sup> if owner takes no action.
    - 8768 EOW garage door still not painted. Call to hearing.
    - 8768 EOW effort made to clean up under deck. No action needed.
    - 8774 EOW Flower pots stacked under deck. Debora will speak with owners.
    - 8794 EOW left garage door has been repaired, but damaged right door panel has not been replaced by Sept. 30 deadline. Send letter and fine.
8. Old Business
- a. A draft chart of Maintenance responsibility in process.
  - b. Investigating options for delinquencies.
  - c. WPM has given the BODs access to evaluate the new management software with email option, document storage and access for owner to view their account information. Will cost \$40/month if we decide to use.
  - d. Mold remediation completed at 8819 EOW, hygienist to examine on Oct. 5<sup>th</sup>. If passed the contractors (SRS and Valcourt) will inspect to determine how much framing is needed.
  - e. The prototype debris will be removed by end of week and stored at Public Storage. Motion was made and seconded to amend the

amount of \$750 from last month's motion for SRS to remove prototype debris to no more than \$1200. Passed 5/0

- f. Holding final SRS invoice of \$4800 for prototype repairs until the electrical outlet and light are installed. Should be by end of this week.
- g. A list of criteria is for the spring community inspection is ready and awaiting BOD's approval.
- h. A motion was made and seconded to approve the draft budgets (A and B) as presented. Passed 5//0

10. New Business

- a. A motion was made and seconded to approve the Becht \$20,000 contract to provide detailed drawings to support repairs. Passed 4/1
- b. Motion was made and seconded to approve SRS repair cost estimate after receipt of engineer's drawing of up to \$3000. Passed 4/1. If SRS receives the repair contract this charge will be deducted.

11. Open Forum

12. Adjournment was at 8:10 PM.

Respectfully submitted  
Patricia Harrington  
Secretary