

**CONDOMINIUM NUMBER ONE OF THE PINES INC.
BOARD OF DIRECTORS MEETING
REGULAR SESSION
December 1, 2015**

BOARD MEMBERS PRESENT:

Darryl Anderson - President

Hazel Anderson – Vice President

Annette Keizer - Treasurer

Joyce White – Director

Cliff Gaskins – Director

Michelle Stevenson - Director

OTHER ATTENDEES:

Asharelah Watford, CVI - Community Manager

Kia Johnson, Pines – Service Coordinator

Jordan Russell – Insurance Representative

RESIDENTS PRESENT:

Gloria Roundtree: 10228-104

Gloria Whitley: 10214-T2

Bernard Lane: 10232-T3

Shana Murray: 10210-203

STATEMENT OF EXECUTIVE SESSION

On November 15, 2015, at the Pines One office, the Board of Directors made a motion to open Executive Session at 8:10 p.m. All were in favor. The purpose of the Executive Session is to discuss delinquency matters.

REGULAR MEETING

CALL TO ORDER

Darryl Anderson called the Regular Board Meeting to order at 7:02 p.m.

DETERMINATION OF QUORUM

Darryl Anderson announced quorum.

MINUTES

Joyce White made a motion to accept the minutes from the November 3, 2015, Regular Session and Executive Session. The motion was seconded by Annette Keizer and passed 6/0.

OPEN COMMENTS:

1.) **Bernard Lane** - stated his concern for four vehicles that are parked near building 10230. Bernard's concern is as to why this is allowed if only three permits are distributed to owners. He inquired about how many cats are allowed per unit. Bernard Lane asked about security for the community. Darryl responded that it will be discussed in the upcoming budget because the Board is looking at other options due to cost for cameras/patrols and the high increase in assessments it would cause. Bernard inquired on the cost of roof replacement. He also asked Asharelah about the warranty for the roofs. Asharelah's response was that the warranty covered 20-25 years for the materials and 5

years for the labor.

2.) Shana Murray – asked if homeowners will receive assigned parking spaces in the future. Darryl Anderson declined the suggestion. Shana also mentioned her concern with people sleeping in the trash rooms during the winter months. Asharelah Watford responded the Board has already begun a project to replace all the trash room locks with coded locks. She added buildings 44, 46, 48, and 50 have already been replaced with coded locks. She advised the Board intends to do 4-6 buildings at a time until it is complete Shana inquired on whether or not the requirement to park on the street due to being delinquent is making any difference in the delinquency rate.

AGENDA APPROVAL/CHANGES:

The motion was made by Joyce White to approve the agenda. The motion was seconded by Hazel Anderson and passed 6/0.

REGULAR SESSION:

I.) **HMS – Jordan Russell** explained to the Board that New York Life had the best insurance quotes compared to a total of five other providers. Jordan stated the insurance market has changed but the Association does not have a lot of claims, which is positively looked at by insurance companies. He informed the best way to have affordable insurance is to not have a lot of claims. Jordan stated his firm is one of the largest brokerages in the country that does Condo and HOA insurance and they partner with almost every carrier in the country. Jordan Russell explained the Board decided to keep the deductible at \$5,000. Cliff Gaskins asked Jordan to define business income. Jordan responded and then explained the term “blanketed coverage”. He explained there are values currently placed on each of the Pines One buildings. He informed there is a \$39,000,000 limit to work with under the “blanketed coverage.” He stated it would cover all buildings in the case of a fire and/or serious damage due to various variables. He explained the Director’s and Liability Insurance to attendees and to the Board. Cliff Gaskins asked whether a loss of income policy is in place. Jordan Russell informed Greater New York does have an option in place that can protect the association from a lawsuit as an alternative in case there is substantial income loss greater than the coverage.

Management Report:

ACTION 1. Homeowner Requests:

- a. Christopher Pirnak is requesting to replace both sliding doors with the exact same as the existing doors. The Board ratify the must decide how they would like to proceed.

Joyce White made a motion to ratify the vote for the sliding doors. Annette Keizer seconded and the motion passed 6/0.

ACTION 2. The following proposals were submitted to Brickman submitted a proposal to do stump removal of 11 stumps throughout the community and to remove the tree near 10228.

a.	Brickman Group	\$6,775.00
b.	Greenskeeper Landscaping & Lawn Management	\$6,950.00
c.	The Tree People	\$4,658.00

The amount of \$4,000.00 is budgeted in Code 4018 – Landscaping for this expense. The Board must decide how they would like to proceed.

Joyce White made a motion to accept the bid from the Tree People in the amount of 4,658.00. The motion was seconded by Hazel Anderson seconded and passed 6/0.

- ACTION 3.** The Brickman snow proposal for the 2015/2016 winter season has been received and tabled at the November meeting. A copy of their proposed agreement has been provided. We recommend contracting with Brickman for the 2015/2016 snow season.

Hazel Anderson made a motion to accept Brickman’s snow proposal. The motion was seconded by Joyce White seconded. The motion passed 6/0.

- ACTION 4.** The Board needs to specify the dates Brickman can place the “snow” trailer on the property and the deadline for its removal. We suggest November 30, 2015- April 10, 2015.

Joyce White made a motion to allow Brickman to park their snow equipment in the last parking space from November 30, 2015 – April 10, 2016. The motion was seconded by Hazel Anderson and passed 6/0.

- ACTION 5.** The following proposals were submitted to replace the roof on buildings 10208-10210 and 10222-10224:

	<u>10208-10210</u>	<u>10222-10224</u>	<u>Total</u>
a. Orndorff & Spaid	\$100,415.00	\$104,332.00	\$204,747.00
b. Protech	\$ 80,000.00	\$ 80,000.00	\$160,000.00

This is a Reserve Expense from Code 0388.03 Roof, which has a balance of \$328,306.58 as of October 31, 2015. Approval is needed from the Board in order to proceed.

Joyce White made a motion to ratify the votes for the roof proposal. The motion was seconded by Hazel Anderson and passed 6/0.

- ACTION 6.** The Board should set the Proposed Budget Review Schedule. Since we do not have a meeting in January the Budget will be submitted to the Board before the end of December.

The proposed budget is schedule is:

- The Board will hold a work session in January to discuss the budget.
- Any questions you have will be answered at the February 2, 2016 Board Meeting.
- Proposed budget summary must be mailed to the owners as required by the

State law by January 22, 2016.

- On March 1, 2016, the Board will hear owners' comments on the budget.
- Either at the March 1st Board Meeting or no later than March 17th, the Board needs to approve a budget for the new fiscal year.
- The new coupons, approved budget summary, and letter to the owners will be mailed the week of April 4, 2016.

Darryl Anderson advised of the dates for the budget meeting as follows: 1/11/2016, 1/13/2016, 1/18/2016, 01/20/2016, 01/25/2016, and 01/27/2016.

- ACTION** 7. The 2016 Annual Meeting is scheduled for May 3, 2016. The call for nominations will be mailed to all owners on February 12, 2016. The terms expiring are Darryl Anderson and Clifton Gaskins and one vacant term which was held by Joan Freeland O'Neal. The election will be to fill two positions for a three year term and one vacant position for a one year term due to her term ending in 2017. It is early but does the Board wish to invite a guest speaker to the meeting? At the February meeting an Election Committee will need to be appointed.

The Board does not want to invite a guest speaker to the meeting. All members unanimously decide to not have a guest speaker at the Annual Meeting.

- DISCUSS** 8. The Board needs to review and discuss the two proposals, one for the tree removal and one to renovate the landscape submitted by Brickman at building 10240. A copy of their proposed agreement has been provided to the Board. Brickman in proposing to do this work for

Cliff asked how much Brickman charged to remove the tree. Asharelah responded that the charge is for \$1,500. Darryl Anderson stated he wants to receive more bids because Brickman's bid is too high. Darryl advised he wants to look at different landscapers. Bernard Lane asked if we are considering any other contractors at this time. Homeowner asked if we have considered smaller minority companies for the tree services needed by the community. Asharelah answered that mid-size to larger companies are preferred over the smaller companies because they can handle the workload. Darryl inquired about a company by the name of "Lasting Impressions" on Trade Zone Avenue. Asharelah says that she will look into them for a quote. This items was tabled until additional bids are received.

TREASURER'S REPORT:

A Treasurer's Report was available for residents who were present at this meeting.

BUILDING REP REPORT: None

COMMITTEE REPORTS: None

OLD BUSINESS

1. **Re-keying the storage lock-** Shana Murray suggested coded locks for all storage rooms. Asharelah responded it is very expensive to make all of those locks coded. She added the Board has the intentions of re-keying the locks and is reviewing the Art's Locks proposal again. She stated Art's Locks is recommended because they

have already been doing work on the property and the Board is satisfied with their work. Joyce White asked what to do if someone loses their key. She wanted to know if a cost would be put on the homeowner if a key is lost. Asharelah advised the hope is that there is a building rep in place and one person would hold the key. Joyce asked what the process would be if there is no building rep in place. Asharelah explained that the resident would need to come in to the office to retrieve the key to the storage room. A homeowner suggested we require ID for the signing out of the key. Hazel Anderson suggested there could leave a deposit as collateral. Asharelah agreed that there is a need for the Board to establish a procedure if the key is not returned. Asharelah informed the funds would come out of the Association's replacement reserve. Darryl inquired on the cost of re-keying and replacing the keys. Asharelah advised the cost would be \$3,102.36

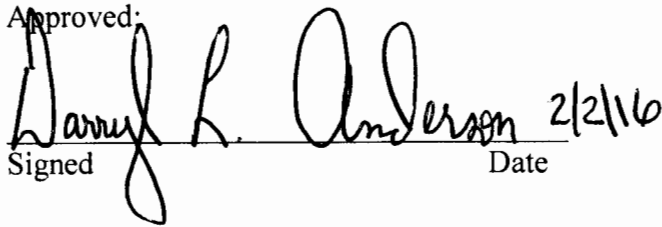
Hazel Anderson made the motion to accept the proposal from Art's Locks for \$3,102.36 .The motion was seconded by Annette Keizer and passed 6/0.

NEW BUSINESS NONE

ADJOURNMENT

Joyce White made a motion to adjourn the meeting at 8:05 pm. The motion seconded by Hazel Anderson and passed 6/0.

Approved:

 2/2/16
Signed _____ Date