

**CONDOMINIUM NUMBER ONE OF THE PINES INC.
BOARD OF DIRECTORS MEETING
REGULAR SESSION
December 6, 2016**

Board Members Present

Darryl Anderson, President
Annette Keizer, Treasurer
Renee Washington, Vice President (7:05 pm)
Paula Reed, Secretary

Hazel Anderson, Director
Joyce White, Director (7:12 pm)
Michelle Stevenson, Director (absent)

Other Attendees:

Asharelah Watford, CVI – Community Manager
Gloria Rice – Service Coordinator

Residents Present:

Jeanne Wall: 10214-102
Colette Garrido: 10234-202
Robert Gibbs 10202-T3

Elizabeth Johnson: 10234-203
Robert Thomas: 10200-108

Statement of Executive Session

On November 1, 2016, at the Pines One Office, the Board of Directors made a motion to open Execution Session at 8:51 pm. 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 7:01pm.

DETERMINATION OF QUORUM

Darryl Anderson announced quorum.

OPEN COMMENTS:

Jeanne Wall asked if Washington Gas forgot to repair building 10214 sidewalk. Asharelah Watford responded they will repair in the Spring of 2017. Jeanne asked if the Association is notified when there is a group home in the community. Asharelah replied there is no notification. Jeanne also asked where she can get a copy of the parking rules & regulations. She wanted clarification regarding parking of commercial vehicles on property. She said they are an eyesore. Annette Keizer replied commercial vehicles are not allowed to park on property according to rules & regulations, Section E however there is stipulations on tonnage. Jeanne stated a lot of units have been sold and she's confused regarding the floor covering rule. Asharelah Watford

replied there's an 80% carpet rule and also mentioned maintenance is going to try to get inspections during the spring to ensure compliance.

Minutes

Annette Keizer made a motion to accept the minutes from November 1, 2016, Regular Session. The motion was seconded by Renee Washington and passed 6/0.

Management Report:

REGULAR SESSION:

- ACTION** 1. Homeowner Request:
- a. Joshua Lewis is requesting to replace his entry. It is similar to the other entry doors but will require painting. The Board the must decide how they would like to proceed.
- Joshua Lewis already installed door at 10228-303. Renee Washington made a motion to approve new entry door. The motion was seconded by Hazel Anderson and passed 6/0.
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- ACTION** 2. Ledger #0107.84, a \$75,000.00 CD, matures 12/12/16. If you were to continue with your laddered investment program currently in place, the Board would need to vote to purchase a \$75,000.00 CD to mature during 2019.
- Paula Reed made a motion to purchase a \$75,000.00 CD to mature during 2019. The motion was seconded by Renee Washington and passed 6/0.
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- ACTION** 3. The 2017 Annual Meeting is scheduled for May 2, 2017. The call for nominations will be mailed to all owners on February 10, 2017. The terms expiring are Annette Keizer and Paula Reed. The election will be to fill two positions for a three year term. 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. Asharelah will schedule Justin to attend May & June meetings.
- Renee Washington made a motion to not have a speaker at the 2017 Annual Meeting. The motion was seconded by Hazel Anderson and passed 6/0.

ACTION 4. We have reviewed bids for cleaning companies to handle the cleaning contract at the Pines. The Board needs to discuss if they would like to move forward with a cleaning company. The current contract is with CBMC and they were included. All bids include 2 cleaners and the janitorial supplies required to fulfill the contract requirements. The current budget shows an estimated final cost of \$63,331.00 for Janitorial Services.

- a. CBMC \$5,866.48 plus tax monthly - \$70,397.76 yearly.
- b. Clean Advantage Corporation \$6,192.00 plus tax monthly -\$74,304.00 yearly.
(Quote above is for 1 F/T and 1 P/T staff member this is their strong recommendation. Cost for two F/T staff is \$6,390.00 monthly and \$76,680.00 yearly.)
- c. Multi-Corp \$3,895.00 plus tax monthly – \$46,740.00 yearly.
- d. The Professionals \$9,849.00 plus tax monthly – \$118,188.00 yearly.

Renee Washington made a motion to approve the contract with Multi-Corp, effective February 1, 2017. Motion was seconded by Hazel Anderson and passed 6/0.

ACTION 5. The following proposals were submitted by Grainger to supply exhaust fans at the following buildings:

Per Ron, here is the breakdown for the exhaust fans:

- | | |
|----------------|----------------|
| 10206 – 1 fan | 10232 – 2 fans |
| 10222 – 2 fans | 10210 – 1 fan |
| 10218 – 2 fans | 10236 – 1 fan |
| 10240 – 1 fan | |

Note: Need to keep two on hand, for total 12 fans at the quoted discounted price of \$500 each.

The amount of \$15,116.44 is budgeted in Code 0388.10 Fans and Vents Reserve for this expense. The Board must decide how they would like to proceed. Total cost of fans is \$6,000. Ron & Rick will install.

Joyce White made a motion to approve purchase of fans. The motion was seconded by Hazel Anderson and passed 6/0.

ACTION 6. The Board should set the Proposed Budget Review Schedule at this time. 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 7, 2017 Board Meeting.
- Proposed budget summary must be mailed to the owners as required by the State law by February 6, 2017.
- On March 7, 2017, the Board will hear owners' comments on the budget.
- Either at the March 7th Board Meeting or no later than March 17th, to 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 3, 2017.

Hazel Anderson made a motion to accept dates for Proposed Budget Review Schedule. The motion was seconded by Joyce White and passed 6/0.

- UPDATE** 7. Structural Solutions has proposed to begin the balcony investigations the week of December 12th. The investigation will require workers to access up to 40 balconies by ladder or thru the unit so that visual observations can be made and so that concrete samples can be taken (concrete samples will need to be taken at about 15-20 balconies). They anticipate this process taking approximately 1 week total. Management along with the on-site staff will contact and coordinate with units that they will be entering. A notice will be distributed to the entire community detailing the work.

Begin core sampling January in 2017. Communication/notification with homeowners will be via phone and email by Asharelah Watford, Letitia Thomas & Gloria Rice.

TREASURER'S REPORT:

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

BUILDING REP REPORT:

NONE

COMMITTEE REPORTS:

NONE

OLD BUSINESS:

NONE

NEW BUSINESS:
NONE

OPEN COMMENTS FROM THE FLOOR:

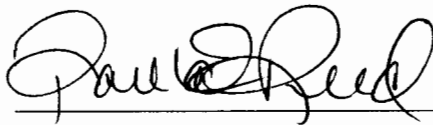
Robert Thomas asked for an update on property restoration by Washington Gas. Asharelah Watford replied Washington Gas has not been agreeable on doing the restoration to the satisfaction of the community therefore she has escalated a complaint to the Public Service Commission.

Robert Gibbs mentioned the meter room is always unlocked in his building (10202). Asharelah Watford said staff will check on this. Mr. Gibbs said lock on trash room doors are still not locking as they should. Asharelah advised staff will check on that as well.

Colette Garrido asked about replanting flowers at Pines One, Campus Way entrance. Asharelah Watford said Brightview indeed planted annuals - Violas. Asharelah will inspect area to be sure.

ADJOURNMENT: Darryl Anderson made a motion to adjourn the meeting at 7:40 pm. The motion was seconded by Renee Washington and passed 6 /0

Approved:

 2/7/17

Signed

Date