

**Minutes of the
Whitley Bay Condominium Association, Inc.
Board of Directors Meeting held
WEDNESDAY, October 21, 2015**

Call to Order: President Stan Bowers called the meeting to order at 7:00 pm in the Whitley Bay Recreation Room. Fourteen owners attended and Lynn Hiott and Michelle Davis from Reconcilable Differences were present.

Establish Quorum of Directors: Board members in attendance: President Stan Bowers, VP Larry Ramsay, Treasurer Bob Shrader, and Secretary Terry Yates. Director Richard Isom was absent.

Financial Report: Bob stated that through September, the Association is just a tad over budget, but overall is healthy. He expects to be close to or on budget by the end of the year.

Unfinished Business: Approval of Draft 2016 Budget to Mail to Owners: Bob reported that the monthly fee for 2014 and 2015 was \$611, but the proposed monthly fee to partially fund the reserves will increase to \$620, or fully funding the Reserves would result in a \$690 per month, per suite, fee. Larry made a motion to mail the proposed 2016 budget to the owners with a proxy for them to vote on the following: Partially fund Reserves or Fully fund Reserves; to receive official Association mailings by E-mail or continue to be mailed printed copies; and to modify the structure of the building for more workspace for the maintenance men. Stan explained that the area will be enclosed with double doors and stucco at the ends, with a cost estimate of \$1,000. Bob seconded this motion, all were in favor.

New Business:

Building Painting: Larry stated that a quote had been received from Anchor Painting for \$178K to \$196,000, based on extras needed. Shawn with Sherwin Williams will try to obtain more quotes for the association. Currently, there is \$64,000 in Painting Reserves, so a special assessment will have to be billed to the owners to complete the painting of the building. There was a question about the back balconies being painted by the professionals or by the owners. Larry stated that in order to keep the amount as low as possible, homeowners need to paint their own balconies in the back. The association will pay for the paint; homeowners just have to request that a can of paint be delivered to their door. Sherwin Williams has written a scope of work and they are limiting the areas of painting to the common elements of the buildings. The interior walkways, top to bottom have already been painted. An owner questioned why the back balconies would not be painted by the association. Michelle responded that the back balconies are considered "limited common elements" so again, to keep the painting cost low, the owners will need to paint their own balconies, although the association will supply the paint.

Roof Inspection: Larry reported that during the roof inspection, the contractor stated that the 4 foot parapet walls on the roof are constantly in the shade and mold has grown on them. He highly recommends that the walls be pressure washed on a low setting. Cape Coast Industries bid \$2,150 to do this cleaning, but the Board felt

that the maintenance employees could complete the cleaning of the walls with a low setting pressure washer. Larry stated that Cape Coast said that if anyone other than his company cleans the roof, then Cape Coast would not be responsible for any damages that may occur during to the cleaning.

LED Lights: Stan reported that the front parking area has five vapor halogen lights. When the contractor has to come out and repair them, the cost is approximately \$350-400 each time they come out. LED lights installed would cost approximately \$3500 for all 5 of them, but would have a warranty of 10 years with free replacement. Bob made a motion to approve the purchase of the 5 LED lights for the front parking area to be taken out of the Mechanical Reserves account, Larry seconded, and all were in favor.

Move Dormant Insurance Account to Reserves (Misc. Bldg.): Bob reported that there is a dormant account that was originally set up as an insurance account but it has been inactive. The bank is now charging a monthly fee of \$29 due to inactivity, so Bob recommended closing this account and moving that money into the Miscellaneous Building reserves account, Terri seconded this motion, and all were in favor. Management will get this account closed and the money moved.

Painting Reserves: Bob reported that last year, a motion was made to pay for all painting costs from the painting reserves account. He just wanted this motion to be refreshed in the minutes for 2015 and 2016, so Bob made a motion to have all expenditures dealing with painting to come from the Painting reserves account. Larry seconded, and all were in favor.

Sell or Dispose of Old Treadmills: Stan stated that the old treadmills are not operable and are not worth selling. They are broken and parts have been taken off. He recommended throwing them out so they will not continue to take up storage space. All of the Board members were in agreement with disposing the old treadmills.

Changes to Policies and Procedures Manual regarding electric cars: Stan reported that there were some minor changes being made to the Policies and Procedures manual regarding electric cars and changes to the forms about the electricity needs. Changes to Forms and the Policy and Procedures Manual with underlining showing the changes will be mailed to all owners and will be voted on by the Board at the next meeting.

- **Owner Profile Form: Adding to 11. Vehicle Registration:** Do you currently own an Electric Car? Yes or No. Do you plan on purchasing an Electric Car soon? Yes or No.
- *Policy and Procedures Manual Changes-Underlined items show things that will be added to the manuals.*
- **Page 30: Application to Lease Form:** Adding below Vehicles: Do you currently own an Electric Car? Yes or No. Do you plan on purchasing an Electric Car soon? Yes or No.
- **Page 13-14: Lobby Door Key Pads:** Periodically, the Board will change the front entrance code. The current code number is now located in a box just inside the G-1 garage door, on your right as you enter the garage. You will open the box just like a luggage lock (9393) and the new code will be posted inside

the box. To open the box, put in the code and hold down the black button on the left side as you pull down on the door.

- **Page 19: Parking:** Electric Cars-If you purchase an electric car you must notify the Board and obtain written permission to install a charging station, at your expense, in your private garage.

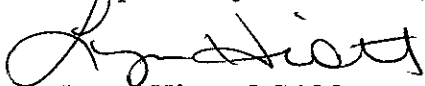
Owner Input:

- An owner asked about the lock on the dumpster area being removed and asked if it would be replaced. Stan stated that during the construction on the main road out front, Waste Management was coming at odd times and it was easier to remove the locks during this transaction time. Roy will be instructed to put the locks back on since the construction is now complete.
- An owner asked about people moving in, not meeting with their floor captains or getting the new owner/tenant packets. It was stated that a "Meet and Greet" social event is being held on November 14th for new owners/tenants to ask questions and meet their neighbors. An owner asked if a bullet list can be put together for the floor captains to go over main topics with new residents, then to have them sign stating that they understand the rules. Management stated that the new residents already sign that they have received, read, and understand the policies and procedures, however the social committee is hoping that these quarterly "Meet and Greets" will help with this issue.

Set Next Meeting Date: The next meeting will be held Wednesday, November 18th to approve the 2016 budget and read the voting responses.

Adjournment: There being no further business, the meeting adjourned at 7: 50 pm.

Respectfully submitted,



Lynn Hiott, LCAM

Michelle Davis, CMCA, AMS, CAM

Community Association Managers, Reconcilable Differences, Inc.