

CARMEL RETIREMENT CONDOMINIUM ASSOCIATION, INC.
Minutes of the Board of Directors BUDGET Meeting
held **MONDAY, OCTOBER 30, 2017**

CALL MEETING TO ORDER: The meeting was called to order in the clubhouse at 6:00 pm.

ESTABLISH QUORUM OF DIRECTORS: President Dottie Sauter, Treasurer Bill Bernard, and Secretary Margie Roth started the meeting. Vice President Mary Hirst and Director Sharon Blincoe arrived soon after. Michelle Davis and Ted Manna from Reconcilable Differences were present, and 18 owners were in the audience. Allegiance was pledged.

APPROVAL OF PREVIOUS BOARD MEETING MINUTES: Bill motioned to approve the minutes of the September 18, 2017 meeting as written and posted. Dottie seconded, all in favor except Marge Roth.

FINANCIAL REPORT: Manager reported that as of today, unreconciled records show \$73,735.19 in the operating account, with \$6,742 in prepaid unit owner funds, for a net of \$66,993 in the operating account. There is \$137,187 in the Reserve fund. There are ZERO accounts receivable, and year to date, the association is \$15.00 UNDER budget.

OWNER DISCUSSION REGARDING 2018 BUDGET: Owners asked questions and were given answers.

BOARD DISCUSSION / DECISIONS ON:

- **Hurricane Irma Damage:** Carmel was affected mostly in the garage roofs, with lights and landscaping also affected. The clubhouse roof issue is not an easy fix, as it is a design flaw.
- **Garage/Clubhouse Roof Repairs:** Ted stated that all garage roofs need replacement. We have no roofing bids in hand yet, but the hurricane deductible is small enough on those outer buildings that we should receive some insurance proceeds. It was noted that the insurance reserve fund will be used to cover some of the hurricane deductible.
- **Elevator Issues:** We still have an issue with the 1420 elevator going to ground floor and opening. A letter was mailed to ThyssenKrupp, asking for their help in figuring this out, or asking them to terminate our contract so we can go to another firm to get the help we need. No response was received, so the board agreed to sending a final, certified letter stating that if they cannot find an answer to this problem in 30 days, we are asking for a termination of their contract so we can look for a company able to fix the problem.
- **Fire Panel:** ATP said the panel in 1420 is obsolete and needs replacing. Their recommended option is wireless, but this option is more expensive to install and to monitor, even though we would save one phone line per building. The board discussed this issue and chose to table it for the new board to readdress.
- **Lighting:** The 20 lights to finish up all the garage buildings have been ordered and will be installed soon. More lights will be replaced in 2018.
- **Fire Sprinkler Repairs in Clubhouse:** The cost to repair the water lines in the attic of the north end of the kitchen was over \$7,000. The other side is not leaking yet, but will also have to be replaced soon.
- **Dryer Vents:** This is a line item on the 2017 budget, so will hopefully be completed soon. It is a fire hazard if vents are not regularly cleaned. This work should be done every 2 to 3 years.
- **Security of Unit Owner Keys:** Margie wanted the minutes to show that the locked key safes had been broken during Hurricane Irma to get the unit keys out to help the owners. Margie had the only key to the boxes and she had evacuated, so the board members present felt this was the best way to deal with the emergency need, since the key boxes are in the back room of the office, with two locked doors before getting to the key boxes. There was much discussion and

Mary motioned to use an “envelope system” to hold the unit keys, and keep them in the locked file cabinet in the office. Sharon seconded, all in favor.

- **HVAC in Clubhouse/Kitchen:** The interior unit was installed in 1995, and the system uses R22 refrigerant, which the EPA will ban in 2020, Bids were obtained, but more discussion required at least another bid, and Mary believed a new part could keep it running a few more years.

Board Vote on 2018 Budget: After allowing owners to speak, Bill motioned to approve the budget at \$350 per unit per month, beginning January 1, 2017. Dottie seconded, all in favor. Those who are not signed up for “PayLease” to make their payments will be mailed a coupon book and billed \$6.00, and those should arrive in mid-December. Owners set up on PayLease will see the increase automatically changed as of 1/1/18.

COMMITTEE REPORTS:

Social: Nadine Laser reported that the committee started with \$1,121.89, spent zero and received zero income, so ended the month with \$1,121.89. They will have their Thanksgiving planning meeting on November 18 at 5:30 pm. Meat, rolls and refreshments will be provided, and residents will be asked to bring sides. November 21 will be the Christmas meeting, and the clubhouse decorating will be done November 21st at 2 pm.

Landscaping: Mary stated that US Lawns started working the property on October 1st. They have generally done a good job, and have made some irrigation repairs. With the hiring of US Lawns, the landscaping committee was asked not to perform any work and they have received no donations. No one is supposed to do any grounds work, so all are asked to put concerns into writing for RDI to send to US Lawns. Mary asked that USL pull back the grass 1 foot from poles and trees as had been specified in their contract and talked about with Pete when he walked the property. They missed the hedge trimming at the north end. Ted will speak to US Lawns.

US Lawns was asked to bid 3 items:

- 1) \$513 to install a new timer and rain sensor. Mary wanted to buy a new timer and believes the current rain sensor will work again. This was tabled for the next meeting.
- 2) \$745 for a pallet of sod at the rose garden, and trinettes at 1420. This was also tabled.
- 3) \$2,000 for 5 pallets of sod at the roadside. This was also tabled.

Maintenance Report: Margie noted that Tony logs all work he accomplishes, and suggestion slips are waiting for him to complete when he arrives most weeks.

Architectural Review/Approval: None requested this month.

OWNER FORUM: None

SET NEXT MEETING: The next meeting will be the **Annual Meeting**, held Wednesday, December 6 at 6:00 pm. The first notice, which asks for volunteers to serve on the board, was mailed out in early October.

ADJOURNMENT: There being no further business to transact, the meeting adjourned at 7:20 pm.

Respectfully Submitted,

Michelle Davis

Michelle Davis, CMCA, AMS, CAM #17226
Community Association Manager