

NOB HILL CONDOMINIUM OWNER'S ASSOCIATION
October 16, 2023 BOARD MEETING

PRESENT: Board Members Sherry Ogrin, Jim Toth, Anne Magyaros, Mathew Hanson, Leslie O'Malley, and Managers Andy Capwill, and Steve Rindfleisch

ACTION ITEMS:

1. Board Members: Landscape ideas/quotes.
2. Steve: Check Heating Valves in units for possible corrosion, and faucets for possible leaks.
3. Andy: 5011 carport – check state approval.
4. Andy: Recycling – Andy to be persistent with Village Manager regarding this.
5. Andy: KeyBank line of credit – waiting for state approval of carport plans.
6. Steve: Replace driveway light across from 5009 building.
7. Andy: Inquire of Buckley King about their cost to attend the annual meeting.
8. Andy/Sherry – Holiday Letter
9. Sherry: Reserve Bainbridge Library for our annual meeting March 6, 2024.

DISCUSSION:

1. **Call to Order:** The meeting was held in unit E4 at the 5017 building and Sherry called the meeting to order at approximately 6:25 p.m.
2. **Agenda:** The Agenda for the meeting was approved.
3. **Minutes:** The minutes from the last Board meeting on August 14, 2023 were reviewed and approved.
4. **Reports:**
 - A. **Financial Report:** Andy provided the financial statement from QuickBooks. Our accounts are as follows as of August 31, 2023.

Savings: \$127,993.07 CD: KeyBank: \$19,484.88
Checking: \$ 29,070.11

Revenue for August, 2023 was \$40,916.98 and net income was **-\$1,440.77**
Expenses were \$42,357.75.

Our reserve fund as of August 31st, 2023 was \$147,477.95. Accounts receivable are prepaid fees.

Other repairs expense of \$120 was to repair the interior wall in the main stairway at the 6000 building, as it was damaged while someone was moving.

Landscaping expenses of \$3,652.01 included \$1,875.96 for grass cutting, \$1,404 for tree trimming, and \$372.05 for landscaping supplies.

Office supplies expenses totaling \$1,717.16 included a new laptop computer, printer, and software to replace this very outdated equipment.

Electrical Repairs in the amount of \$1,200 were for the replacement of the electrical mast arm/wire caused by a fallen tree near the 6000 building carports.

The Spectrum amount paid of \$12,987.00 was actually two months of payments. Check #5320 written to Spectrum for \$6,493.50 was deposited by AT&T. KeyBank is working on getting our funds back, but advised that it could be up to 90 days. An additional payment was made to Spectrum so that we are current.

Most of our bill-paying is now being accomplished electronically.

Our accounts are as follows as of September 30th, 2023.

Savings: \$134,493.07 CD: KeyBank: \$19,545.90
Checking: \$ 31,674.23

Revenue for September, 2023 was \$41,047.18 and net income was \$18,723.69. Expenses were \$22,323.49.

An in-house plumbing repair was conducted on the 6000 building south boiler for the water supply manifold, and the cost of this repair was \$76.49.

The annual elevator recertification expenses was incurred in the amount of \$362.25.

Mailbox key blanks were purchased for \$100.

Annual smoke alarm testing was completed for a charge of \$2,252.75.

B. Legal Report:

1. The lien that had been placed on unit 5011, C12, has been removed. The owner has paid all maintenance fees and related legal costs. Her account is now in good standing.
2. Legal Fees: Buckley King has informed us of increased rates. Their rates will be \$190/hour or \$220 for a court appearance, should that be required. They provide two hours of “free” service per year, and we’ll determine how this could best be used. We will inquire about their cost for attending the annual meeting before we decide this.

C. Management Report:

Steve Rindfleiseh reported on the following:

1. The pool is now closed for the season, and the season went well. There was a good turnout, and maintenance has been completed.
2. During the smoke alarm check, one of the alarms was determined to be defective.
3. Bushes have been trimmed around the property.

4. Speed bumps have been removed for the winter.
5. Salt for the winter season will be purchased.

Andy Capwill reported on the following:

1. Carport Project: Plans have been submitted to the State of Ohio, and we are awaiting approval. Apparently, there is a backlog with the state. KeyBank wants approved plans before discussing further financing. In the meantime, our reserve funds continue to grow nicely. We anticipate that by year end we will have \$172,000. The determination needs to be made as to how much of this should be used toward the carport. At this point, it is recommended that the project be deferred until spring, 2024. The engineer has reviewed the situation and believes that it is ok to wait until spring.
2. Landscapers for 2024 (lawn care): Three landscapers were contacted to request bids for our property for 2024. One company, Nelson Landscaping, declined to bid, as they provide more residential service instead of commercial. Carmel Landscaping bid \$32,000 which included taking care of the flower beds. The final bid was from Augustine Landscaping, who we have been using. They submitted a two-year bid for \$15,285.60 for 2024 and \$16,049.88 for 2025. This is an 8% increase over 2023 price of \$14,150. The Board voted to approve Augustine Landscaping for the next two years.
3. Andy noted that he has received compliments on the state of the property. Thank you to Andy and Steve!!!
4. 6000 Building – Repair of catch basin in rear of building. Because of a broken pipe, some major repair work is required. Bids to come on this.
5. Pool – the land near the pool is again sinking, and Kicc Services has been requested to provide a bid for this work.
6. Annual Budget 2024: Andy provided a copy of the budget for all to review. Laundry income has increased per the new contract. Our CPA has also increased his rates. QuickBooks is being used as our accounting software, and they will be going to a monthly subscription service. It is not yet known what this cost may be, however, we'll keep using our current version of QuickBooks as long as possible. Morre and more vendors are requiring online payments.

Actual costs as of 10/15/23 were annualized to determine anticipated cost as of 12/31/23. Known increases were reflected on the spreadsheet.

Roof repairs were done in house at a lower cost. Payroll is anticipated to be about the same. Two additional years remain on the current Spectrum contract, at which time we will probably discontinue this and let everyone make their own entertainment arrangements. Elevator maintenance and fire alarm costs should be roughly the same. The HVAC contract expires in September 2024, and we will renew it at that time.

5. Old Business:

- A. Recycling Project: The Village is in the process of renewing the Kimble contract and Nob Hill Recycling is not a part of it.
- B. Tree Trimming Project: On hold.
- C. Grilling Pad: On Hold
- D. CoinMach: Replacement of charging stations still pending.
- E. Loan Status and structure: See Section 4.C.1 above – Andy’s section.
- F. Release of Delinquent letter: See Section 4.B.1 above.
- G. Pool Closure: See Section 4.C.1 – Steve’s section.
- H. Contract for Property and Business Managers: Contract has been signed for both through September, 2024.

6. New Business

- A. Landscaping Contract: See Section 4.C.2 – Andy’s section above.
- B. Bureau of Worker’s Compensation Audit: Nob Hill was randomly chosen for an audit. Payroll records and other records, including tax returns, were requested and provided. This is for the period 2022-23. No information was requested regarding any of our vendors. We don’t anticipate signing any more contracts for 2023.
- C. Steve noted that there have been requests to keep the pool open longer hours and additional days into September. It cost about \$70/day to run the pool, and, per the board of health, the water must be checked every four hours. The pool hours and season will stay as they are.
- D. Sherry and Andy will work on the Holiday Letter.
- E. Annual Meeting: We will plan for the meeting to be on Wednesday, March 6, 2024 at the Bainbridge Library.

Next Meeting: November 13th, 2023. With no further business, the meeting adjourned at 7:46 p.m.

Respectfully submitted,
Leslie O’Malley,
Leslie O’Malley, Board Secretary