

NOB HILL CONDOMINIUM OWNER'S ASSOCIATION
November 13, 2023 BOARD MEETING

PRESENT: Board Members Sherry Ogrin, Jim Toth, Anne Magyaros, Mathew Hanson, Leslie O'Malley, and Manager Andy Capwill
ABSENT: 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. Andy: Inquire of Buckley King about their cost to attend the annual meeting.
7. Andy/Sherry – Holiday Letter
8. 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 6:28 p.m.
2. **Agenda:** The Agenda for the meeting was approved.
3. **Minutes:** The minutes from the last Board meeting on October 16, 2023 were reviewed and approved.
4. **Reports:**
 - A. **Financial Report:** Andy provided the financial statement from QuickBooks. Our accounts are as follows as of October 31, 2023.

Savings: \$140,993.07 CD: KeyBank: \$19,605.14
Checking: \$ 25,412.40

Revenue for October, 2023 was \$40,647.70 and net income was ~~-\$470.56~~. Expenses were \$41,118.26.

Our reserve fund as of October 31, 2023 was \$160,598.21. Accounts receivable are prepaid fees.

Andy is waiting a call back from the KeyBank manager (hopefully tomorrow) about the check dispute. It has now been past the 90 days anticipated resolution time.

Under the Liability Insurance category, the expense is \$5,143.70 which reflects two payments. This is a timing issue.

Under Snow and Landscaping, there is a charge of \$296.03 which was for the purchase of new salt bins outside all buildings which includes attached lids.

Professional Fees in the amount of \$1,525.00 is for our accountant and includes annual financial compilation, annual meeting attendance, and annual tax return filing.

The Attorney fees of \$356.53 was for the lien release on unit #C12. This amount was subsequently reimbursed to us by the owner of C12.

The \$1,810 charge for professional fees was for the architect designing the 5011 carport. This is expected to be the last charge for the architect's services. There may be additional fees involving the State of Ohio.

B. Legal Report:

No pending legal issues.

C. Management Report:

Andy Capwill reported on the following:

1. Carport Project: Plans have been submitted to the State of Ohio, and we are still awaiting approval. Once we received approval, we can request additional bids for the project.
2. Rule Violation: A resident of of the 5017 building has complained that the neighbor leaves the garage door open. We have written a letter requesting that the garage door be kept closed with justification for this.
3. Insurance Audit: A representative from GNY came to our campus for a routine inspection. The last visit was about 4 years ago. No issues or concerns were noted.
4. Catch Basin behind 6000 Building: Andy has been trying to reach Brian from Kicc Services to obtain a bid, however, Brian hasn't been returning calls. Andy will keep trying to reach him.
5. General Maintenance: Gutters and roofs were cleaned, property cleaning, etc.
6. Maintenance Schedule / Operations Manual: Andy and Steve will work to establish an annual maintenance schedule and operations manual. These will document various maintenance activities that are recurrent throughout each year. Items such as fire alarm inspections and testing, fire extinguisher service, pool opening and closing, as well as many others will be included as a way of keeping our maintenance personnel in front of necessary maintenance tasks. In addition, some administrative tasks will also be included in the operations manual.
7. Andy and Sherry will work on the annual mailing to owners. A draft of the letter was provided and the Board approved this.
8. Laundry – Andy will follow up again re: the outstanding charging stations. They have been ordered, but is has been a very long wait period.
9. Annual Budget 2024: Andy provided a copy of the budget for all to review at our last meeting. 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. There were no other changes to the budget, and the Board approved the Budget as presented.

10. Invitations to Professionals for Annual meeting: The Board agreed that the Accountant and Attorney should be present at our annual meeting, and we will invite them even though there may be costs associated with this. With the recent change in the attorney fee structure (no more \$600 annual retainer), this may make up the difference for that anyway. The Bainbridge Library has been reserved for March 6, 2024.

11. Annual Holiday Bonuses: Andy will receive \$350; Steve will receive \$250, and Michael will receive \$100.

12. Recycling Project: Andy, who led the meeting, as well as Sherry and Mathew, met with Village Manager Rob Jamison last week regarding several items:

A. Recycling: Nob Hill and the Citadel are the only condominium associations in Chagrin Falls that do not have recycling services available to them. Rob Jamieson is a proponent of having this service extended to both condo associations, and will continue with the necessary process to present his findings to the Village Council, expected to be sometime in the first quarter of 2024.

B. Dead Trees behind 6000 carports: Andy explained that there are a lot of dead trees behind the carports which has caused issues, including electrical repair costs. Today Andy met with guys from the Service Department and they saw the situation first hand. They will work to get an estimate for the tree work required, so hopefully this will be addressed soon.

C. Drain Issues: If there is an emergency situation with a clogged drain or sewer lines, the village would be able to assist.

13. Fire Alarm: There was an issue with the fire alarm in which the alarm could not be silenced. The firemen unplugged the system which caused the 6000 building to be without fire protection for about 18 hours. A service call was placed to the alarm company which cost \$200, and Andy spoke to the Fire Chief regarding this so that this won't occur again.

5. Old Business:

A. Recycling Project: See 4.C.12 above

B. Tree Trimming Project: On hold

C. Grilling Pad: On hold

D. CoinMach: Replacement of charging stations still pending.

E. Loan Status and structure: Still waiting State of Ohio approval before we can proceed.

F. 5011 Garage Structure: Ok for now.

G. Pool Closure: Waiting KICC services to respond.

6. New Business

A. Tree Trimming Behind 6000 Carports: See 4.C.12 above.

B. Emergency Cleaning of Catch Basins/Other Drainage issues: See 4.C.12 above.

C. Fire Alarms: See 4.C.13 above.

D. Approve Budget: See 4.C.9 above.

E. Letter to Residents: See 4.C.7 above.

F. Allocations for Professionals to attend Annual Meeting: See 4.C.10 above.

Next Meeting: January 22nd, 2024. With no further business, the meeting adjourned at 7:33 p.m.

Respectfully submitted,

Leslie O'Malley,

Leslie O'Malley, Board Secretary