

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

PRESENT: Board Members Sherry Ogrin, Jim Toth, Mathew Hanson, Anne Magyaros, Leslie O'Malley, 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/Steve – Security Cameras
4. Andy/Steve – Partial Drop Ceiling on second floor of 6000 building
5. Andy: Contact Architect re: 6000 building façade and 5011 carport.
6. Andy/Sherry – Annual Meeting: Topics for Attorney to address; copies of any reports to be distributed.
7. Andy – Recycling

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 January 9th, 2023 were reviewed and approved.
4. **Reports:**
 - A. **Financial Report:** Andy provided the financial statement from QuickBooks. Our accounts are as follows as of January 31, 2023.

Savings: \$ 85,453.06 CD: KeyBank: \$19,131.52
Checking: \$ 2,623.61

Revenue for January 2023 was \$39,935.69 and net income was \$1,862.12
Expenses were \$38,073.57

Our reserve fund as of January 31st, 2023 is \$104,584.58.

Real Estate Taxes were paid for our unit: \$1,189.08 (full-year).
Payroll fees of \$311.05 included monthly maintenance fee and annual year-end reporting fee.

HVAC Fees were \$2,342.54 which included first quarter preventative maintenance contract for 2023, and repair of a plumbing expansion joint which was leaking into unit F203.

Please note a reconciliation discrepancy caused by bank error. We wrote a check to Augustine Landscaping for 1,875.00, however the vendor's bank recognized it as \$1,575.00. KeyBank has been notified and we were advised that the vendor's bank is responsible for the coding error and they will fine the necessary request with KeyBank in order to be paid the remaining funds =

\$300. The next bank statement should reflect this correction. This was not an error on part of the Association at all.

Contributions to our savings/reserve fund were skipped for January due to insufficient cash flow. This was due to the large quarterly water bill and the last payment to the snowplow contractor. We will try to make it up in future months. This occurred in November, 2022 also due to a similar cash flow situation. In the future we will work to negotiate a more even payment schedule with the snowplow contractor. The contribution to the reserve fund for February has already been completed.

Maturing CD: A new CD was established at KeyBank and the terms are 3.75% for 13 months. Sherry and Jim are requested to stop at the KeyBank branch and see manager Charlie Hudson to be added to the signature card.

Loan Application: Manager Charlie Hudson also noted that KeyBank may be able to write a loan for our carport project. Andy has the application, and it is in progress. Two Board Members will need to sign however they are not personally responsible.

Collections: We have two collections issues currently:

1. Building 5011 – A resident's November, 2022 payment was skipped for some unknown reason. She asked if she could make \$50/month payments to make up for this. This was denied as she hasn't been paying the current updated monthly fee and at that rate it would take nine months to make this up. A letter was sent to her explaining that this was not acceptable and she responded that she will look into other options for payment. The correct amount was paid for February but this was applied to the oldest debt first. Current amount due is \$531.35.
2. Building 6000 – A resident was recently hospitalized, and he is requesting to pay previous maintenance fee, without late fees, until June. Then he will pay current maintenance fee amount. No mention was made of how he would be paying for the deficit from January through June. Current amount due is \$22.20. The board decided that he needs to pay current fees due and a letter will be sent.

B. Legal Report:

At this time, there are no pending legal issues. In preparation for our annual meeting on March 1st, we need to provide the attorneys with three topics for quick discussion.

The first will be the waiver of reserve requirement.

Other possible topics are: Garden building window replacement and the affect this has on the other unit owners who still have original windows and windows that were not approved (i.e. unfair treatment); Landlord liabilities; How to handle a situation where there is a water leak; garage/carport issues; negligence – slip and fall.

Andy will discuss this with them prior to the meeting.

C. Management Report:

Andy Capwill reported on the following:

1. 6000 Building, #109: There have been issues with the tenant of unit 109, including multiple complaints of the odor of marijuana was in the common areas, plus loud music. The unit owner, Carol Subel, has been notified three times, and police were called recently. The tenant seems to be more cooperative since the police visit.
2. Proxy Statements: 53 have been collected already for the annual meeting
3. A leak occurred at an expansion joint in the 6000 building, #203, and repairs were made including carpeting.
4. Spectrum Proposal: We have received a proposal from Spectrum for Wi-Fi throughout our property, however, the cost seems prohibitive. We are waiting a response from them regarding suggestions on how to reduce our current bill. Our current contract has two or three more years, and the current cost is about \$78,000/year. We may not renew this when it comes up and have residents cover their own separate cable contracts, should they choose to do so. The Board voted to decline the Spectrum proposal.
5. The water meter in the 5014 building was replaced. This was a scheduled replacement and was not due to the fact that it was broken.
6. Recycling: Andy has requested a status on our request for recycling services from Rob Jamison, Village Administrator.
7. Website: What information should and should not be available to the general public on our website? After discussion among the Board members, it was decided that we would keep the past 12 months (rolling) or Board Minutes available, but not the financial reports. The Rules and Regulations, ByLaws and Declarations are already posted, and we will be sure that they are in PDF format so that they can't be changed.
8. Heat Registers in the Garden Buildings: Most of the metal covers over the radiant heat registers are in bad shape. Andy and Steve have been fabricating new covers, and over the next few weeks, will have all of the new covers installed in the lobby areas of each Garden Building. The covers in the 6000 building will be evaluated and replaced, if necessary.

Steve Rindfleisch reported on the following:

1. Snow Plowing: Although it has been a light winter snow-wise, when plowing has been necessary, we have been pleased with his service.
2. Steve has been keeping the sidewalks salted and cleared.
3. Light bulbs are being replaced when necessary, as well as trash pick up and minor repairs around the property.
4. Gutters and down spouts were cleaned and repaired as needed.

5. Michael: Michael Sanders, our part-time maintenance employee, accepted a new full time job back in December. While he remains a Nob Hill employee, he has not been working any hours, as he is getting acclimated to his new job, and the workload for Michael at Nob Hill has dropped over the winter. He is available to us if we need him. It is expected the workload intended for Michael will increase substantially as we approach Spring, and subsequently he will then begin to work more regularly at Nob Hill, around his full time schedule. In the meantime, Andy and Steve are covering our immediate needs concerning maintenance and management.
6. Annual Meeting: Will be held March 1st at the Bainbridge Library.
 - A. All Board Members should be in attendance. Please arrive no later than 6:30 p.m.
 - B. Andy will prepare a list of accomplishments, as well as a list of short term (within the next 12 months) and long term (more than 12 months) projects that we have on the horizon.

5. Old Business:

- A. Nob Hill Lighting for main driveway: On hold.
- B. Recycling Project: Nothing new to report at this time.
- C. Tree Trimming Project: On hold.
- D. Grilling Pad: On Hold
- E. Annual Meeting and 2023 Budget: Final review – See above.
- F. Website: Information to be published – See 4.C.7 above.
- G. GoDaddy - Contract for renewal of Website has been transferred from Jim Toth to Nob Hill Association.

6. New Business

- A. Spectrum Contract: See 4.C.4 above – Andy’s Section.
- B. KeyBank CD – See 4.A above.
- C. Annual Meeting: March 1st, 2023. The Bainbridge Library has been reserved.

Next Meeting: April 17th, 2023.

With no further business, the meeting was adjourned at 8:04 p.m.

Leslie O’Malley

Leslie O’Malley, Board Secretary