

NOB HILL CONDOMINIUM OWNER'S ASSOCIATION
August 14, 2023 BOARD MEETING

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

ABSENT: Mathew Hanson

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: Contact Architect re: 6000 building façade and 5011 carport.
4. Andy: Recycling – Andy to be persistent with Village Manager regarding this.
5. Andy: KeyBank line of credit – No, but possibly a term loan.
6. Steve: Replace driveway light across from 5009 building.

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 June 5, 2023 were reviewed and approved.
4. **Reports:**
 - A. **Financial Report:** Andy provided the financial statement from QuickBooks. Our accounts are as follows as of June 30, 2023.

Savings: \$114,977.15
Checking: \$ 34,649.67

CD: KeyBank: \$19,365.35

Revenue for June, 2023 was \$40,957.60 and net income was \$13,730.68
Expenses were \$27,226.92

Our reserve fund as of June 30th, 2023 is \$134,342.50, and \$6,500 was contributed to the reserve fund in June. Accounts receivable are prepaid fees.

The new laundry contract has now taken effect, so we received (and will continue to receive) \$650/month from this source.

Natural Gas balance due was actually \$0.00 because this is the month during which they reconcile the budget billing, and the association didn't owe anything.

Janitor's fees of \$2,311.20 included carpet cleaning in addition to the usual monthly cleaning.

Landscaping fees of \$2,086.95 included materials and supplies such as mulch, etc. for the property.

Pool fees of \$1,445.20 included costs for opening the pool and chemicals for the season.

HVAC expenses included boiler pump repair for the 411 building and the annual service contract.

Other repairs included shiplap for the garden buildings.

Our accounts are as follows as of July 31st, 2023.

Savings: \$121,477.15 CD: KeyBank: \$19,424.04
Checking: \$ 42,048.63

Revenue for July, 2023 was \$41,044.83 and net income was **-\$32,798.02**. Expenses were \$73,842.84. This is because of an accounting entry (non-cash) to depreciate and write off the furniture and furnishings in the 6000 building lobby, so it the Association did not actually have a negative cash flow. Taking the depreciation out of the picture, our net income was 1,568.35.

Insurance premiums for annual renewal on August 1st were included for July. The amount is \$28,097 and the increase is due primarily to an increase in the value of our property to about \$20 million.

Plumbing repairs in the amount of \$2,350.00 were required in the rear of the 6000 building as there was a clogged catch basin drain in the driveway and this was a larger job than could be handled in house.

Other repairs in the amount of \$1,050.00 was for ceiling and wall water damage in our office unit and wall repair in the 6000 main stairway. The water damage was fully reimbursed to us by unit owner upstairs, where the water leak originated. The \$971.86 expense was for supplies including 10 gallons of roof coating, and other repair supplies. The quarterly water invoice was \$13,052.31. The phone bill varies.

B. Legal Report:

1. Lien paperwork has been filed on one of the units which is seriously in arrears. Unit 5011, C12 has a \$1,439.73 delinquency as of August 1st, plus late fees accruing. This is over three months of maintenance fees due. The monthly fees for this unit are \$414.19. Letters were sent to her on several occasions giving her the opportunity to correct the situation. The costs of attorneys fees and any other related expenses will also be added to her outstanding balance. Our attorney will send us a copy of the lien and send a copy to the unit owner once recorded.
2. Monetary Oversight: Sherry requested that she be informed of payments made by Andy at the time that the payments are made, including payroll, instead of a monthly report.

C. Management Report:

Steve Rindfleisch reported on the following:

1. Driveway drains have been cleared.

2. Mulch has been placed in appropriate areas around the property, and plantings have been added.
3. A tree that fell on wires behind the 6000 building has been removed. First Energy was contacted for this. Unfortunately, the meter on the carport was also damaged and this is our responsibility to repair. A certified electrician was contacted and used for this repair.
4. Laundry Machines have been replaced. It took much coaxing with Coinmach. They still are obligated to install the new card dispenser/funding machines, which are supposedly on order. They provided 50 laundry cards, which the Board set a price of \$25 per card for residents needing a new or additional card. After the new card dispensing/funding machines are received and installed, future replacement cards will be sold directly through those machines.
5. Bees – Patton Pest Control was contacted to remove bee hives behind the 6000 building.

Andy Capwill reported on the following:

1. Recycling: Andy again contacted the Village Manager, Rob Jamison, and the same response was returned: “Looking into it.” Andy is concerned that the contract will be renewed soon without Nob Hill and other condo associations being included. If it comes to it, he may try to arrange a meeting with Rob Jamison, the mayor, and have Mathew included, too.
2. Laundry: See above, Steve’s section C.4
3. Carport Financing: We have been declined a line of credit with Keybank, however, they still may provide a term loan, which we don’t want. The builder is re-bidding the project and narrowing the scope of the project (hoping to eliminate/minimize the infrastructure – drainage and driveway replacement) in order to reduce the cost. In addition, the architect was instructed to apply for the building permit through the State of Ohio.
4. Roof Leak/Repair and Preventive Maintenance: Repairs were made to the third floor roof on the 6000 building which was completed with in-house personnel and an outside handyman.
5. Insurance: Per the State of Ohio, Revised Code Section 5311.16, we must have in place an insurance policy to cover potential employee theft. It was confirmed with Althans Insurance that we have \$125,000 coverage (\$100,000 under the Traveler’s policy, and \$25,000 under GNY policy) for this coverage.
6. Annual Fire Alarm Testing: to be completed August 24th.
7. Landscaping Contracts for 2024-25 were received from Augustine Landscaping. As terms still need to be clarified and competitive bids need to be obtained, this is temporarily on hold pending this additional information.

8. Garden Window exterior trim has been completed on all building that recently had front windows replaced (i.e. the 5009, 5011, 5014, and 5017 buildings)
9. Exterior Stairwell lighting on the south side of 6000 Building: Posts and fixtures have been replaced.
10. Tree Removal: Dead trees have been removed near the pool. The invoice has not been received yet, but estimate was \$1,404.00. This will be paid this month. We have been advised by the tree company that more tree removal work will be required in the pool area.
11. Flooring in 5017 Building: Water came in the front entrance during heavy rains. The gutters were found to be clogged and a drain crock at the 6000 building was totally blocked causing a large amount of water to come down the hill. Gutters have been cleaned, drain crock cleared, but we are still having some water. Steve is installing a drain to direct water away from the entrance area.
12. Carmel Landscaping snow removal contract is \$29,917.41 plus \$2,393.39 sales tax = \$32,310.80.

5. Old Business:

- A. Recycling Project: See Section 4.C.1 above – Andy’s section.
- B. Tree Trimming Project: On hold.
- C. Grilling Pad: On Hold
- D. Monetary Oversight: See Section 4.B.2 above.
- E. CoinMach: See 4.C.4 above.
- F. Outdoor Trim: See Section 4.C.8. above.
- G. Loan Status: See Section 4.C.3 above – Andy’s section.
- H. Insurance and/or bond for check signers: All ok, per Jim’s check on this.
- I. 5011 Garage Structure Status: It’s holding on for the time being.
- J. Delinquent letter: See 4.B.1 above.
- K. Insurance Contract: See 4.A above.
- L. Snow Removal contract: See 4.C.12 – Andy’s section.

6. New Business

Executive Session:

It is time for the renewal of Steve’s contract as it expired on August 10th. The Board approved an increase from \$21 to \$22 per hour. The previous contract had a provision for a minimum of 32 hours/pay period. The new contract will not include

that provision and will be for hours worked with a Not To Exceed amount after which Board approval would be required. Timesheets will be required with specific details included.

Next Meeting: September 11th, 2023. With no further business, the meeting adjourned at 7:09 p.m.

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