

**NOB HILL CONDOMINIUM OWNER'S ASSOCIATION**  
**August 19, 2024 BOARD MEETING**

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**PRESENT:** Board Members Sherry Ogrin, Jim Toth, Anne Magyaros (via phone), 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. Anne/Mathew: Options for money market funds
4. Steve: Contact Kinetico re: water filtration system.
5. Andy: Rules and Regulations Booklet update (electronic and hard copy).
6. Andy: Security Cameras/WiFi business account through Verizon
7. Andy/Steve: Operations Manual
8. Andy/Steve – Recycling Program logistics and rules, etc.
9. Andy/Steve – Tree trimming and removal
10. Andy/Steve – Fix soffit and squirrel removal on 5017 building.
11. Andy – Contract for asphalt work for last section of driveway.
12. Andy: Fencing and snowplow contract bids.

**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 17, 2024 were reviewed and approved.
4. **Reports:**
  - A. **Financial Report: Our accounts are as follows as of June 30, 2024.**

Savings: \$204,940.83 (\$204,890.00 savings plus \$50.83 checking at FNB)

KeyBank Checking: \$ 62,083.13

Revenue for June, 2024 was \$40,801.34 and net income was \$15,081.51.  
Expenses were \$25,719.83

Our reserve fund as of June 30, 2024 was \$204,940.83  
Accounts receivable are prepaid fees.

Of note were the following items on the Profit & Loss Statement:

- Under Landscaping/Groundskeeping: \$3,189.48 expense includes monthly lawn service, several loads of mulch, labor, and fuel for equipment.
- Pool Expenses: \$393.44 includes a new multi-port valve, which helps direct the water for the filter, required chemicals, a replacement skimmer pole, and cleaning products.

- HVAC: \$679.54 – This was to replace a leak over the boiler in the 5017 building.
- Other Repairs: \$4,316.92 includes \$1,861.92 for all garden building gutter repairs, plus \$2,455.00 for excavation of proposed recycling bin area.

**Our accounts are as follows as of July 31, 2024.**

Savings: \$210,440.83 (\$210,390.00 savings plus \$50.83 checking at FNB)

Checking: \$ 43,137.10

Revenue for July, 2024 was \$40,948.08 and net income was **-\$10,620.79**.  
Expenses were \$51,568.87

Our reserve fund as of July 31, 2024 was \$210,440.83  
Accounts receivable are prepaid fees.

Of note were the following items on the Profit & Loss Statement:

- Under General Liability Insurance: \$7,771.76 is the required first installment of premiums for General of NY commercial package policy.
- \$2,890.11 is the annual premium for Travelers Insurance. Crime protection premium coverage for the period 08/01/24 – 08/01/24 is \$529.00, and Travelers Insurance Executive Protection policy renewal premium for the period 08/01/24 – 08/01/24 = \$2,361.00
- Landscaping/Groundskeeping: \$3,543.70 for monthly lawn service, mulch, fuel for equipment, removal of dead tree, and stone washing.
- Employee Compensation: \$6,342.42 has increased due to additional seasonal workers used for maintaining grounds.
- Fire Suppression Maintenance: \$932.68 charge was for third quarter alarm monitoring, \$136.08, plus two alarm service calls totaling \$796.60.
- Net income was negative due primarily to required insurance related premium payments totaling \$10,661.76.
- Our seasonal employees will reduce by one as of month end so the expenses will decrease. The “busy season” is almost over.

**B. Legal Report:**

No pending legal issues.

**C. Management Report:** Andy Capwill and Steve Rindfleisch

1. Landscaping/Groundskeeping: We have received compliments on the upkeep of the property.
2. Pool Season: The pool season has been going smoothly with no major issues. Occasionally an unauthorized person needs to be asked to leave the premises as they have no Nob Hill sponsor.
3. Employee Update: Steve is back after recovering from his surgery and has resumed his property management duties.
4. Poolhouse Repair: The downspout on the back of the pool house needed repair and was completed.

5. Recycling Program: The new asphalt “pad” to hold the recycling containers has been installed next to the 5009 garage. The dumpsters have been ordered and Kimble should be delivering those possibly by the end of the month. Fencing will be required per Village Ordinance. This will also be required for the dumpster area at the 411 building. Andy will try to be sure that he’s there at delivery. Then specifics of the recycling rules will need to be explained to residents.
6. Tree Trimming: Several trees will need to be cut back over the 411 and 5014 buildings for safety purposes. Also, this shading is causing moss to grow on the roofs. An estimate of \$7,020 from Skyview Trees has been received and approved by the Board.
7. 5011 Garage Structure: On hold pending financing, probably until Spring, 2025.
8. Operational Manual: On hold.
9. Rules and Regulations Manual: Need proper verbiage, then 2024 version to be finalized.
10. Squirrel Removal 5017 Building: Soffit Repair required, and scaffolding must be erected. Now that Steve has recovered, this can be put back on the To Do List.
11. Request for Restitution for Relmec Water Damage: Andy is working with Relmec on a \$3,500 credit from them on their invoice, as they caused the damage. The current invoice will not be paid until this is rectified.

#### **5. Old Business:**

- A. Recycling Project: See 4.C.5 above.
- B. Tree Trimming Project: See 4.C.6 above.
- C. Carport: See 4.C.7 above.
- D. Operations Manual: On hold.
- E. Rules and Regulations Update: See 4.C.9 above.
- F. Squirrel Removal: See re Alarms: See 4.C.10 above.
- G. Water Heater 6000 Building: See 4.C.11 above.

#### **6. New Business**

- A. Roof Coating, 6000 North and South
- B. Roof Coating: all carports
- C. Power Washing: All Buildings
- D. Maintenance of flower beds

These four items A-D are all on the To-Do List for the property manager, and are either in progress or will be completed.

- E. Coinmach: We have not received the \$650 that is expected per our contract. An “adjustment” has been made to the payment and only \$494.40 has been received. Despite unanswered emails from Coinmach, Andy will continue to pursue this.
- F. Asphalt Striping: We are waiting scheduling for this.

- G. Fire Alarm Testing: Complete. 64 of 101 units were tested throughout the campus.
- H. Drain Crock Report: The drain requires repair at the southeast corner of the 6000 building, as it is broken. We are waiting scheduling from Kicc Services, which will hopefully be in September.
- I. Pool Repairs and Closure: The pool has experienced costly repairs this season. In addition to normal opening and chemical expenses, a change of multi-port valve was required in the amount of \$685.00, plus a new pump motor was needed at a cost of \$667. These expenses were incurred in July. In addition, it was recommended that we purchase a new winter cover which may cost approximately \$5,000, however, we will defer this until 2025. The pool cover is approximately 20 years old, so it is time for replacement. A significant lead time is required for this, as it needs to be specially ordered to fit our pool, so this is best addressed next spring when we will have several months to allow for the manufacture of the new cover.

Our visits by the Cuyahoga County Board of Health have gone well, and the inspector has been pleased.

The pool will be closed for the season the week of Labor Day.

- J. Accountant and 2025 Tax Return: Despite the fact that we had provided information to our new accountant, Kathy Lyle, via thumb drive back in the spring, only about three weeks ago did her office finally contact us to request the password. She owes us the consolidated financial statement and 2023 tax return, which is coming due very soon. Andy is working to obtain a status report from her.
- K. Building Interior Cleaners: We have received complaints about the interior cleaning services. Our current cleaner is Bob and we have no official contract with him. He is scheduled to come twice a week. Andy is suggesting that we consider asking the Amish women who are currently helping with the landscaping if they'd be interested in this work, also. It would cost more, however, the job would be done much better. We may have to invest in a commercial vacuum and cleaning supplies should all parties come to an agreement on this.
- L. Snowplow Estimates for 2024-25 Winter Season: Estimates to come. He has received an estimate from the company that we used previously, but we were not pleased with their work.
- M. Fencing Estimate for Recycling areas : To come soon.

Next Meeting: Monday, September 30, 2024.  
Meeting was adjourned at 7:35 p.m.

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