

NOB HILL CONDOMINIUM OWNER'S ASSOCIATION
September 30, 2024 BOARD MEETING

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. Steve: Contact Kinetico re: water filtration system.
4. Andy: Security Cameras/WiFi business account through Verizon
5. 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 6:24 p.m.
2. **Agenda:** The Agenda for the meeting was approved.
3. **Minutes:** The minutes from the last Board meeting on August 19, 2024 were reviewed and approved.

4. **Reports:**

A. Financial Report: Our accounts are as follows as of August 31, 2024.

Savings: \$215,940.83 (\$215,890.00 savings plus \$50.83 checking at FNB)

KeyBank Checking: \$ 35,039.14

Revenue for August, 2024 was \$41,136.44 and net income was \$1,902.11.

Expenses were \$39,314.03

Our reserve fund as of August 31, 2024 was \$215,940.83

Accounts receivable are prepaid fees.

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

- Under Parking Lot Maintenance: \$11,950 was for asphalt paving, including the new recycling area.
- Under Fire Suppression and Maintenance: \$2,363.66 was for the annual fire/smoke alarm inspection, testing, and fire extinguisher service.

Andy expects to have the 2025 budget prepared by the end of October for preliminary review and discussion at our next meeting.

B. Legal Report:

Andy has been consulting with our attorneys at Buckley King regarding a new US Department of Treasury requirement which mandates that all Board members must supply their personal information, including SS numbers, etc. This is being resisted and we were advised not to do anything at this time. The current deadline is 12/31/2024 to supply this information.

C. Management Report:

Steve Rindfleisch reported that winter preparations are well underway, if not completed. This includes closing the pool, power washing the carports, and preparing the flower beds.

Andy reported the following:

1. Recycling Dumpsters are now in place and they're starting to be used. No plastic bags permitted, but contents can be loose. Fencing is required around this, and a bid was obtained from R & T Fencing which was much more than anticipated at \$10,307. An additional \$5,982 is the estimate for fencing around the dumpsters at the 411 building. This was tabled pending more estimates.
2. Tree Trimming: Trimming near the 411 building started today, and trimming near the 5014 building will be done next week.
3. 5011 Garage: On hold until spring. This will permit us to continue to add to the funds required for financing.
4. Operations Manual: Is now complete. Some of the October operations projects include removing the speed bumps and turning on the boilers.
5. Rules and Regulations: This is on hold pending updated language, and should be completed by 12/31/2024. The most recent version was from 2020.
6. 5017 and Squirrel issue: Soffit has been repaired and this is complete.
7. 6000 Hot Water Heater and Reimbursement: Our account has received reimbursement.
8. Asphalt Striping: This project is complete.
9. Drainage at 6000 Building: Kicc Services will be working on this and it should be completed before the weather gets too cold.
10. Pool: Is closed for the season and repairs are pending.

5. Old Business:

- A. Recycling Project: See 4.C.1 above.
- B. Tree Trimming Project: See 4.C.2 above.
- C. Carport: See 4.C.3 above.
- D. Operations Manual: See 4.C.4 above.
- E. Rules and Regulations Update: See 4.C.5 above.
- F. Squirrel Removal: See 4.C.6 above.
- G. Water Heater 6000 Building: See 4.C.7 above.

6. New Business

- A. Roof Coating, 6000 Building and carports: Has been completed. Will be checked annually to alleviate leaks. There was a leak in unit 105 that a private contractor found, and this is being addressed.

- B. CoinMach – We received the adjustment to which we were entitled.
- C. Accountant: The 2023 draft of our tax return was received from our accountant. She needs access to payroll records, and Andy will provide her with the information required. If any penalties are assessed by the IRS, she will cover them as she is aware that she is responsible for the tardiness.
- D. Cleaning of Buildings:
Several complaints have been received regarding the cleaning (lack thereof) of common areas). We do not have a contract with our current cleaner. Katie and Laura, the Amish employees that we used for weeding and other outside work in the summer, were approached to see if they'd be interested. Pay rates are being negotiated for each of them to assume cleaning responsibilities as soon as practicable. Transportation will continue to be provided by Steve. They have been working Mondays and Wednesday, and we'll see if they'd possibly be able to change to Mondays and Thursdays. The goal is to keep them employed at 18 hours/week maximum.
- E. Snowplowing Contract for Winter 2024-25: Andy contacted 5 contractors, and received bids from 4. Chapin is local in Russell, and their bid was comprehensive (salt, shoveling walks, etc), and it is on their usual routes. Steve Rindfleisch has also submitted a bid, however, he only has one truck, no contingency plan, and no proof of insurance.

The Board unanimously approved the bid from Chapin.

Note that Steve Rindfleisch was excused from the meeting before the discussion of the snowplow bids took place.

Next Meeting: October 28, 2024.

Meeting was adjourned at 7:44 p.m.

Respectfully submitted,

Leslie O'Malley,

Leslie O'Malley, Board Secretary