

**THE WOODBINE, A CONDOMINIUM
THE BOARD OF DIRECTORS**

BOARD MEETING MINUTES

Date of Meeting: March 28, 2019

Board Members Present: Larry Albert, President
Kate Sanders, Vice President
Chris Thomas, Treasurer

Management Present: Heather/Pier Norwich, Pier/ProCAM

Owners Present: Laura Donoghue, #103/105
Danny Donoghue, #103/105
Kathleen Roberts, #408
Angie Saavedra, #402
Melanie Sollitt, #104

- I. Meeting of the Board of Directors was called to order at 7:00 pm
- II. Quorum: Three of Five Directors were present.
- III. Minutes:
 - a. Larry moved to approve December 4, 2018 Board Meeting Minutes.
 1. Approval of minutes passes unanimously.
- IV. Brief owner comment period
 - a. Melanie Sollitt (#104) referenced an ongoing issue already known to the Board and Management regarding water infiltration on her exterior facing wall.
 - b. Laura Donoghue (#103/105) requested to address hot water issues on the 1st floor and to follow up on the bike room theft, requesting a copy of the surveillance video. She also asked to meet with the board after the meeting.
- V. Reports from Officers and Management:
 - a. President's Report –
 1. Motion to nominate Angie Saavedra (#402) to fill the board position vacated by Cory Miller (#401). Vote passes unanimously.
 2. New trash signs have been posted to encourage residents to put their trash and recycling in the appropriate receptacles.
 - b. Vice President's Report –
 1. Neighbors at 3614 Connecticut Ave. have experienced an ongoing trash issue due to blocked access to their dumpsters. Residents should report overflowing trash to 311.
 2. Rodents continue to be an issue. Our contracted exterminator, Connor's Pests, has been purchased by another company. Heather/Pier will follow up to understand any additional services and pricing to address ongoing issues.

3. Motion to set up 12 gallons of compost service to be picked up once per week through Compost Crew for \$36 per month. Vote passes unanimously.
- c. Treasurer's Report –
1. Gave accounting for last 3 months of financials including sharing that we have \$313,911.74 in total assets.
 2. Chris to review discrepancy for costs in December related to master policy insurance and Verizon charge as follow up with Heather/Pier.
- d. Pier Management's Report – See attached report.
1. Motion to replace the back door for no more than \$5,000 with the following components: metal door, door frame, 1 foot window, with a push bar closer, painted white, with a fob system and option for a small covered awning. Passes unanimously.
 2. Motion to clean the canopy with Kevco as soon as possible for \$461.10. Passes unanimously.
 3. Motion to replace the front railing with exact replica for no more than \$2,050, exact vendor to be decided offline by unanimous vote. Passes unanimously.
 4. Motion to hire Cordt Gardens for landscaping services at \$1,653. 60 (includes 1 Spring cleanup with mulch, 1 Summer cleanup, 1 Fall cleanup with mulch, and 1 leaf cleanup) with Spring Cleanup to be scheduled ASAP. Passes unanimously.
 5. Motion to contract CCW for sealant on the exterior brick and caulking around the windows and AC units as needed for units #104 and #408, not to exceed \$4,000. Passes unanimously.
 6. Board considered an option for connecting exterior downspouts to funnel water away from the building and into the alley (similar to the system at 3614 Connecticut Ave.). A quote for one side of the building came in at \$3,800 using PVC pipes. Heather/Pier will look into gathering a second quote and include a detailed design plan for a more aesthetically pleasing option for the Board to consider offline.
 7. Moon Electric Group, Inc. provided a quote for infrared scanning of the electrical systems. Last scan was done in 2017 with no issues found. Board decided to table this for the future as it is recommended to do every 3-5 years.
 8. Request to send out reminder not to put pots on window ledges above the first floor due to the potential danger of falling. Heather/Pier will send a reminder email.

VI. Unfinished Business

- a. Motion to dig under #101's bedroom window building (dig and backfill), not to exceed \$300, as part of an investigation to find drainage line under the building to reduce water infiltration. Passes unanimously. There was discussion about removing bricks in the alcove to determine if double brick walls exist. No vote was taken.
- b. Motion to purchase and install four (4) long door latch plates (new back door, front door, storage room, and bike room) to help prevent break-ins, approximately 5-7 feet, not to exceed \$1000 for materials and labor. Passes unanimously.

- c. Some of the terracotta roof tiles have broke during recent storms. The situation will be monitored for future action once a critical mass of damaged tiles necessitates repairs. No vote was taken
- d. A desire was expressed to investigate if there are double brick walls. Heather/Pier will research double brick walls in more detail so we understand how this may relate to water infiltration issues and what, if any, solutions are available. No vote was taken.

VII. New Business

- a. Hot/cold water inconsistent in a few units. Discussion was raised about options for pipe insulation or a recirculation pump. A motion was made to install a recirculation pump in one of the 01 tier units. It passed unanimously. Heather/Pier will approach unit owners in the '01 tier to see if someone would be willing to take on a pump as a trial solution. No vote was taken on the pipe insulation approach.
- b. Heather/Pier will ask our HVAC company about any potential cost savings from shutting off pumps when the thermostat reaches a certain temperature versus running them all the time. No vote was taken

Meeting Adjourned at 9:35pm.

Minutes submitted by Kate Sanders, Vice President and Acting Secretary