

MARINERS VILLAGE CONDOMINIUM UNIT OWNERS' ASSOCIATION, INC.

Board of Directors Meeting

Saturday, October 31, 2009, at The Pointe in Mariners Landing

MEETING MINUTES

1. Call to Order / Determination of quorum – The meeting was called to order at 8:35 a.m. Directors present – Ed Moldenke, Hu Shaffer, Kevin Humphries, and David Thomson. Cinda Curfiss, Tanya Poff and Tom Burns sent advance notification that they would be unable to attend. A quorum of the board was present. Maureen Baker from East Lake Real Estate (association/property manager) was also present.
2. Reading and approval of minutes of 9/5/09 board meeting (draft distributed to board members previously and posted on website) – The meeting minutes were approved as distributed and will be annotated as approved on the Association website.
3. Unit owners' comment period – No unit owners other than board members were in attendance.
4. Treasurer's report –

Current accounts – Kevin presented the Budget vs. Actual Operating by Class and Income & Expense by Class comparisons, and Balance Sheet for the year through October. Kevin felt that we are essentially “on target” financially with no variance from budget in income and only a small overage in operating expenses, which should be made up in the remaining two months, as most of the large expenses for the year are behind us and through collecting accounts receivable. The treasurer's report was approved unanimously.

2010 budget – Operating and reserves expenses are projected to increase slightly in the coming year because of increased costs for insurance, repairs, snow removal, utilities, and the additional cost of a legally mandated 5-year engineering and reserve study. To control expenses, quotes will be obtained from multiple vendors for the reserve study and lawn care and landscape management. The proposed budget requires a 3.48% increase in the assessment/dues from the current \$328.17 to \$339.58 per quarter. The board unanimously approved the 2010 budget with the provision to prioritize items from the reserve budget.

5. Unfinished and New business –
 - 5.1 Maureen's repair list –
 - Exterior painting – Remaining punch-list items completed on Buildings 1, 2, 3 & 4 by CertaPro.
 - Reseeding of the lawn – Completed by Top Notch
 - Doorbells and exterior light fixtures – Hu is working on, but has not completed, an owners' guideline document to maintain Common Elements uniformity.

Landscape pruning and removal of dead shrubs, selected pampas grass, and iris & lily bulbs – Will be done by Top Notch in the near future.

M&M items – Irrigation system has been winterized.

Storm drain flushing – This monthly procedure is to occur in November. (See Item 5.3.3 and be certain this drain flushes. Also, the drains will be flushed only if estimated they need attention during the winter months.)

- 5.2 Propane tanks refill – All propane tanks were filled this week to 80% capacity, as ratified by e-mail vote of the board. The action was reaffirmed at this meeting.

The board unanimously voted to standardize the formula by which charges to unit owners for propane would be made going forward: Cost to the unit owner = average cost to the Association of the last two fill-ups from the supplier + 10% markup to compensate for administration and propane losses due to evaporation and leakage.

- 5.3 Longenecker Excavation, Inc projects and proposals –

5.3.1 Building 3 near Unit 36 –

- Regrade the mulched bed beside the stairway (\$600.00) and cut in a swale along the bank at the top of the mulched bed (\$1200.00) so water and mud don't run onto the walkway. Action: deferred. Maureen will get a quote from Top Notch for same work and then the board will reevaluate.
- To prevent water & mud from flowing onto the concrete patio, attach a corrugated drainpipe to the lower end of the open downspout, bury the drainpipe in the mulched bed and perform a "Y" connection to a nearby drainpipe from another downspout (\$300.00). Action: approved.

5.3.2 Sidewalk between Buildings 1 & 4 – There is about a 1-inch gap between concrete slabs where two sidewalks meet. Proposal is to place a concrete patch in gap (\$300.00). Action: disapproved. Maureen will have Mariners maintenance group assess simply filling the gap with gravel (at minimal cost) to prevent a toe or shoe heel from getting caught. This will permit this gap to continue to function as an expansion joint.

5.3.3 Building 2 near Unit 24 – Roots are growing into and clogging the pipe leading from the floor drain of the entrance slab and water was backing up. Plumber has routed out the roots, opening the pipe. Proposal is to remove 3 large bushes and one pampas grass, dig up the pipe (4-5 feet deep in the ground), haul away the debris, regrade, seed and straw the site (\$2600.00). Action: deferred. Maureen will get a bid from Top Notch to remove these plantings, regrade, and mulch or seed while they are doing the other pruning, cutting, and digging elsewhere this fall in the beds. This will prevent regrowth of roots into the pipe and may solve the problem without more expensive excavation.

5.3.4 Building 4 near the entrance to Unit 45 – Water runs over the top of the retaining wall onto the unit's entrance slab. Proposal is to connect downspouts to the two openings in the gutter under the deck of the unit above and tie-in those downspouts to an existing drain (\$600.00). Action: deferred. Maureen will obtain a bid for the work from a roofer who has done work for us previously at very reasonable rates.

5.3.5 Building 6 near Unit 69 – There is a chronic water drainage problem with water and mud running over the sidewalk, down the stairs, and under and over the retaining wall at the front entrance to this unit. Recent connection of a downspout to a drainpipe at the corner of the building and directing the water away to daylight has helped. However, the same problem with absence of downspouts and a drainpipe, as found in item 5.3.4 (above), also exists here. Proposal is to try to locate a drainpipe by digging behind the retaining wall and tie in downspouts from the ceiling under the deck of the unit above. If an existing drainpipe can be found, the cost will be \$900.00. If a drainpipe cannot be found, and they must install one that will drain to daylight, it will require boring under a sidewalk—and will cost an additional \$2800.00. Mr. Longenecker admits that this action will only reduce the problem, not resolve it, and will not address water and mud problems that arise from the parking lot sloping toward the building and the water runoff exiting beneath the retaining wall at the unit entrance. Solving those issues will require much more expensive mitigation. Action: deferred. Maureen will contact the roofer to get a price for tying a new downspout into the existing one, which a former unit owner installed to direct the water from the deck above into the entrance slab drain.

5.4 POA Insurance – Not all requested bids have been returned from insurance agencies. Maureen will make a spreadsheet for us to evaluate when the quotes have all been submitted.

5.5 Irrigation system – Maureen is gathering additional information from knowledgeable sources and plans to prepare an application for submission to Appalachian Electric Power (AEP) for a permit to install our own pump to use water directly from the lake rather going through the golf course system.

6. Other items –

6.1 Hot tubs – After discussion at the meeting and previously by e-mail, the board unanimously voted NOT to permit the installation of hot tubs inside or outside units within the boundaries of Mariners Village Condominium.

6.2 New schedule for quarterly assessment statements and payments – The current billing cycle does not conform with the Bylaws of the Association and is different from that of other associations managed by East Lake Real Estate. The board voted unanimously to comply with the Bylaws, which states the following: *“Such quarterly charge [assessment] shall be due and payable in advance on the first day of every calendar quarter, shall at the option of the Board of Directors when established at a duly called meeting of said Board, bear interest at the maximum rate of interest that the law allows from due date until paid, and with such interest shall be a lien on the Unit....”*

6.3 Lawn and landscaping – We discussed and approved by consensus to have Maureen obtain competitive bids for the lawn and landscaping work for next year--and we divided the work into three (3) categories for comparative evaluation of bids:

- 1) Lawn mowing, trimming, and blowing grass debris from sidewalks and concrete entrance slabs and patios (weekly or biweekly, as needed, throughout the growing season)

- 2) Lawn fertilization, insect and weed control. [Recommend 4 applications in total: early spring--crabgrass control, summer--insect & broadleaf control, early fall--fertilization and lime (if needed, based on soil sample), late fall--fertilization. –Hu]
- 3) Landscape bed and plant maintenance: weeding, mulching (as needed), pruning, fertilizing, insect & disease control

Some of these services will likely have to be quoted on a "time and materials" cost basis, because their frequency and amounts cannot be predetermined.

7. Date and time of next BOD meeting – To be determined
8. Adjournment – The board meeting was adjourned at 10:40 a.m.

Respectfully submitted,
Hu Shaffer, Acting Secretary