

Minutes for Rockland Run Board Meeting - March 18, 2014 at 7:00 PM

Attendees:

- Ivan Sadykov
- Yefim Kopelnik
- Thomas Teglassy
- Naum Gilkis
- Smita Pai- Property Manager with Metropolis
- Ben Colbert- Metropolis
- 12 unit owners

Meeting Officially Opened at 7:10 PM

1. **Approval of Last Meeting's Minutes- Unanimous vote for approval**
2. **Board Membership**
 - a. Introduced new Officer of Board - Alicia Whye – Secretary
 - b. Communications Director Vacancy- Ivan has a person in mind, will speak with that person. Goal is to have a person by next meeting
3. **Assign Responsibilities:**
 - a. Each member of the board will be responsible for certain aspects of the community
 - i. Ivan - agreed to be responsible for common areas
 - ii. Defined further by next meeting when we have a new board member
4. **Management Company Transition**
 - a. Metropolis management team welcomed - Smita Pai and Ben Colbert
 - b. Vendors Contacted and Owners Set-up
 - i. Prior mgmt company normally is responsible for letting Vendors know that new management company is on board. However, Victory has not done so and we assume will not do so. Smita stated she will contact the vendors and let them know Metropolis is the new management company.
 - ii. Metropolis confirmed that the owner accounts have been set-up
 - c. Inventory of Papers
 - i. Noted that Metropolis received one box from Victory.
 - ii. Metropolis still needs copies of old bills which Victory should have
 - iii. Ben going through all of the documents from Victory to determine if everything is in the one box

- d. Landscaping Contract
 - i. Currently do not have a renewed contract for Brickman- only doing snow removal
 - ii. We are out to Bid
 - iii. Once bids come in- board agrees to make a decision on a vendor via email because the timeframe is short.

5. Finances:

- a. Cash-
 - i. \$6, 375,
 - ii. \$10,000 in Metropolis account
 - iii. \$3,000 from Victory- prior operating account
- b. Receivables-
 - i. Mostly unpaid condo fees - Smita will go through. Invoices were given to Ivan
- c. Deferred Payment Obligations
 - i. FPG (fixed fire escape doors)- we need to review their unfinished bid because they cost double other vendors.
 - 1. Ivan did some research and found a vendor that is half the cost of FPG
 - 2. Going out to Bid
 - 3. Ben will make contact with Fire Marshall and review the bids- Ivan would like to participate in this process
 - 4. FPG's bid had been approved by the Fire Marshall and FPG started work on the units- some aren't done well- side note stated to audience that if any unit owners are having trouble with their doors then they should contact management
 - 5. The question came up if we can challenge the Fire Marshalls assessment and how this would be done. Smita stated a concern that this may be difficult.
 - a. Her Reasoning: Since FPG already started work and their bid was approved this could be perceived as the board accepting the Fire Marshalls assessment.
 - b. Metropolis will get in touch with an independent consultant and present these questions for their feedback.
 - ii. Unoccupied Units
 - 1. Unit owners that have left the unit for extended periods of time, but have not paid fees.
 - 2. This maybe a loss- if the owner cannot be served papers then the board cannot take action against them.
 - 3. Smita will talk with our attorneys. (Neal)

d. Bills

- i. Bills are currently with Naum
- ii. Must be signed by two board members
- iii. Metropolis agreed to cut checks every two weeks
 1. First couple of checks will be forwarded to Thomas
 2. The second will be brought to the board meetings that take place every month.

e. Budget

- i. Stated that it can't really be discuss at this time because of Fire Marshall proposal
- ii. Thomas suggested that Metropolis review the budget set by Victory and give their feedback
- iii. Ivan agreed to email annual contract values to Smita
- iv. ARA Balcony (replaced 3 balconies at 9 windblown)- Ivan will discuss with Ben
 1. \$167,000 was paid, but not clear where the money went'
 2. Contract only shows \$94,000
- v. Budget Process- Proposed by Metropolis and agreed
 1. Ivan will send Smita contracts
 2. Idea is to keep current assessment for now
 3. If an increase is needed- board must first approve and then owners have 30 days
 4. If budget needs to be adjusted- funds can be moved from one budgeted item to another.

f. Audits

- i. Need to initiate 2013 audit
- ii. Requesting a forensic audit for all of 2013- If that is not in our budget will consider other options. But the forensic audit is necessary for Dec 2013, Jan 2014, and Feb 2014
- iii. Requesting to do audit of taxes and personal property return
- iv. Smita will contact the firm she works with to see what they will charge

g. Late Fee Collections

- i. Action has been taken against units
- ii. A status report will be sent to Metropolis on a monthly basis
- iii. Question came up on how late does a person have to be on Fees for action to be taken.- answer was three months
- iv. Smita proposed foreclosing on those units that are notoriously overdue for the purpose of getting a new owner in the unit that will pay their fees on time. This will count as a loss- but sometimes you have to take a loss in order to gain.
- v. Smita also proposed publishing those units that have a lien against them.

- vi. Schedule a time for a closed portion at the next board meeting.

6. Common Areas

- a. Gas Line Repairs
 - i. Only Snow Meadow will be shut down
 - ii. Looking at proposals- have two
 - iii. Plan to have repairs done no later than next week
 - iv. Remind residents that we must enter each unit to turn the gas line back on
 - 1. If a person isn't in their unit then we have to break in
 - 2. Proposed that we post a timeframe of when we will need to enter each unit to light the pilots.

- b. Solar Panels- at 6 Windblown Ct
 - i. Water heater cannot heat up because it's too large for the solar panels
 - ii. Can be fixed by isolating the panels, but we would lose the warranty on it.
 - iii. Thomas proposed the Metropolis take hold of the whole issue
 - 1. Ben will handle- may need a professional for this type of situation

- c. Asbestos
 - i. Notification to owners needs to go out
 - ii. Found in several units and in the popcorn paint on the ceilings and walls of the common area. Most likely in areas where renovations have not been done in years
 - iii. Tests were done but we have not received the results on them; just the invoices
 - iv. Some owners doing work in units without knowing asbestos is present
 - v. What's the Boards responsibility in notifying the unit owners?
 - 1. Unit owners need to be notified just in case they plan on making repairs.
 - 2. How are new buyers or renters notified?

- d. Pool Contracts
 - i. Would like to go out to Bid.- Current pool vendor is charging too much for unnecessary work
 - 1. There is signed a contract with them for 2014

- e. Fire Marshall Mandates
 - i. FPG- Ivan has notes and will send them to Ben.
 - 1. He has what has been done and what is left to be done by FPG
 - 2. Review list next meeting
 - ii. Other- NAC vendor

- f. Handicap sign requested for 7 windblown by unit 302.
 - i. Unanimous approval
 - ii. Ivan will be point person on this. He will send license and contracts to Metropolis.

- g. Fence Problems in Snow Meadow
 - i. Get bids
 - ii. Paint and handyman
7. **Owner Problems:** Due to time we skipped past many of the unit owner concerns- Ones listed here are those we were able to discuss
- a. 11 WBC- 301- would like new windows
 - i. Need to see window design
 - ii. As long as they fit the outside design of building then it's ok.
 - b. 1804 SML- 203
 - i. Requesting we install dog stations
 - ii. Some do exist throughout the complex, but they are old and are used as trash cans for those that do pick up after their pets.
 - iii. Will see if the cleaning company can install the stations
 - iv. Smita reminded us that those stations aren't currently in our budget
 - c. 1804 SML- T-1
 - i. Tennis courts need repairing- they are used for more than just tennis so they wear out quickly
 - ii. Suggested we hold yard sales
 - 1. Proposed we send a letter letting the owner now that we need volunteers to set-up and manage such an endeavor.
 - iii. Walls in unit need repair
 - d. 1807 SML- 301
 - i. Request we have 2 washers and 2 dryers in complex. Now only have 1 washer and 1 dryer.
 - 1. Reasoning for one of each- vendor was going to raise prices so in order to keep them down they made a deal stating that they will keep the prices low if they took out 1 washer and 1 dryer
 - 2. We have a Mac-Gray contract for 2013 which needs to reviewed
 - 3. Discussed jetting of sewer laterals and clearing of vertical stacks and how recently that was done. Should be done every 2 years. Had full drain cleaning in 2010.
 - e. 1800 SML- 201
 - i. Reimbursement request
 - ii. Was charged \$760 for a leak that was started from the unit above
 - iii. Requested we remove the charge
 - iv. Unanimous vote that the charge be removed
 - f. 1802 SML- T-2
 - i. Reimbursement request
 - ii. Had to relight pilot light

- iii. Is this a board responsibility or a member responsibility?
- iv. Metropolis will research
- g. 1801 SML- T2
 - i. Request for meeting minutes
 - ii. Nov- Feb 2014
 - iii. Send to owner and then place on website

8. Next Board meeting dates

- a. Meeting scheduled for 4/15 as been rescheduled for 4/29 at 7:00 pm.
- b. All agreed that to the dates, 4/29; 5/20; 6/17; 9/16; 10/21; 11/18; 12/16 (general annual meeting).

9. Owners Forum

- a. Question on dues and fees carrying over if you pay a little more each month- the answer is yes
- b. 1 windblown- 201 and 10 Longstream 102
 - i. Stated that water is leaking into walls
 - ii. Bedroom is humid and condensation is appearing on the walls
- c. 9 windblown T1
 - i. Water leaking into sunroom
 - ii. Lives under those units that had the balconies replaced
 - iii. Metropolis will discuss with Ivan

Meeting was officially closed at 9:05