

Spencers Crest Condominium Association

Board of Directors Meeting

August 17, 2017

In attendance: Ben Reichert, Chris Provorse, Rhonda Carlson, Don Johnson

Absent: Alice Schawo and Marlene Edgar

CAM: Pat Bess & Kim Broswell

The meeting was called to order at 5:30 pm by Chris Provorse

The July 20, 2017 board meeting minutes were distributed and reviewed. Ben motioned to approve the minutes as presented. Rhonda seconded. All in favor.

Managers' Report:

Collections: Reviewed by the Board.

Call Log: Reviewed by the Board.

Maintenance Report:

Power Washing: Breezeway power washing is complete. The contractor is assessing the exterior portions of the buildings to determine what areas need attention.

Brick Sealing: Product has been ordered.

Concrete Replacement: Targeting to begin the week of August 28th. The contractor plans to start with the 1115 section replacements.

Roof Repairs: Not yet completed.

1100 Mailbox Numbers: Replaced, as needed.

ACC Approvals: N/A

Officers Report:

1. Treasurer's Report:

- a. The July 31, 2017 financials were reviewed by the Board. Chris motioned to approve the reports as presented. Rhonda seconded. All in favor.
- b. 2016 Audit: Howe & Associates submitted an Engagement Letter for the cost of \$1,200 for the audit. Chris motioned to move forward with the audit. Ben seconded. All in favor.

Old Business:

1. 1115-100 Building Report of Spiders: CAM to request that Wingate contact the individual owners of the building regarding possible treatment.
2. 3800-200 Building HVAC: CAM sent a letter requesting a hearing with the current owner. The owner was able to deliver information regarding the company that was used to complete the work through her attorney. CAM to talk with buyer's Realtor about getting it repaired. CAM to send an email to the Board when updates are available.
2. Concrete Crack Sealing: The bid from Christensen Construction to complete this is \$5,500, and, according to the Reserve Study, this is an Operating Expense. The board reviewed a budget comparison report through the today. Chris motioned to accept the \$5,500 bid from Christensen Construction using excess snow removal funds. Ben seconded. All in favor.
3. 2018 Initial Budget Discussion:
 - a. Lawn Care: Grizzly Bear confirmed that their overall contract total will not change from 2017. CAM to find out if their landscaping contract prices are contingent on being awarded the snow removal.
 - b. Insurance Quote Status:
 - i. O'Connor Insurance Agent: Requested bids from Philadelphia and Hiscox, which both declined to bid.

- ii. Farmers Insurance: Awaiting bid
- iii. American Family Insurance: \$65,800 with a 2% deductible for wind and hail. (Currently \$61,000). The Board inquired about shopping the buy-back rate and to confirm if the association has Earthquake Coverage.
- iv. Pool Maintenance: CAM obtained a bid from Columbia Pool & Spa, and the Board compared it to the current rates received through Vaughan Pools. After discussion, Rhonda motioned to contract with Columbia Pool & Spa for 2018. Don seconded. All in favor.
- v. Reserve Contribution: Once the budget numbers are plugged in, CAM to run a couple of different reserve contribution scenarios to see how dues are affected.
- vi. Add \$2,000 to the budget for power washing so that it can be completed annually.

With no further business, Chris motioned to adjourn at 7:26 PM. Rhonda seconded. All in favor.