

Island House Northeast (IHNE) Condominium Association (COA)
Board Meeting Minutes

March 8, 2017

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1. **Attendees:**
 - a. **Board members:** Richard Eising, Kim Manwarring, Tyler Pugh, Darrell Baker (via phone) and Scott Meece attended the meeting, establishing a quorum.
 - b. **Other attendees:** Mark Hargrove from the Sea Breeze management company attended.
2. **Calling Meeting To Order:** President Scott Meece called the meeting to order.
3. **Minutes Approval:** The Board unanimously approved the minutes of the prior board meeting held on February 10, 2017, subject to corrections provided at the meeting for Mark to incorporate.
4. **Air Conditioning:** As a routine maintenance matter, the Board agreed to replace the condensers on the roof per Spinelli's advice, subject to Sea Breeze's review, rather than wait until the condensers fail.
5. **Financial Information:** Mark provided the following overview information on IHNE financials. This information will be shared with all unit owners, both via the board minutes and in a communication relating to the in-person meeting scheduled for March 24 at 10 am.
 - a. **"Other Fund":** We continue to budget the Other Fund at a rate of \$66,000 per year. This budgeted item is typically used for various unanticipated project work. This fund is also used to pay down loans, like the loan for the pavers.
 - b. **Pavers Loan:** As of January 2017, the amount owed on the pavers loan is about \$34K. We are paying back the loan at a rate of about \$12K per year.
 - c. **2016 Assessment:** The 2016 assessment of \$2000 was enacted to address existing costs related to concrete work completed in 2016.
 - d. **Bank Account:** The bank account balance as of January 31, 2017 was \$140,500.
 - e. **Maintenance Man:** The 2017 budget assumes Keith is working full time except part time in the summer. However, due to the concrete work, Keith will be asked to work full time this summer.
 - f. **Overdue Payments:** Payments past due more than 30 days are subject to 1.5% monthly service charge.

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- f. **Incentive**: The Board requested that Mark explore incentives to ensure completion of work this year before the season, and preferably in time to paint the building this year.
- g. **Approval**: At the Annual Meeting, a question was raised with regard to approvals necessary to proceed with concrete repairs. The Board, as advised by Sea Breeze, believes the initiation of the concrete work and assessing unit owners is within the Board authority. However, regardless of authority, the Board agreed that all unit owners should be advised at the March 24 meeting and input sought, given the size of the project.
7. **Washers & Dryers**: We have a washer and dryer out on the third floor. The Board had considered whether commercial units would be better than residential, and whether replacement of all existing units would be appropriate if commercial units were selected. In consideration of the corrosion due to salt air (affecting all unit lifespans), the board agreed to mid-level units rather than commercial units. The board delegated the specific decision to Kim, and requested a decision be made this week to replace the existing inoperative unit.
8. **Stairway Safety & Edge Protection**: The Board noted that the entry steps are chipping on the corners. In addition, the Board noted that some have suggested use of non-slip coatings on the central entryway steps and pool steps. Further, some unit owners have inquired about adding some color to visually differentiate the edge of the steps. The Board agreed to request Keith obtain non-slip colored stainless steel angle strips and inset into the steps at the corner of each of the central steps. On the steps entering the pool area, the Board agreed that Keith shall use color-matching paint with sand. The project timing will likely be the summer.
9. **Exit Safety**: Scott requested an update from Mark on the installation of stop signs at both driveway exits. Mark stated that the signs have been purchased but a tool is needed to put the signs in the ground. Target completion is next week.
10. **Reserves**: The Board noted that no formal waiver of the reserves occurred at the Annual Meeting. Therefore, the issue will be placed before all unit owners at the meeting on March 24.
11. **Cable / Comcast**: Unit owners continue to experience problems with cable (TV/internet) service provided by Comcast. Scott will follow up with Comcast regarding the pending request to have the building re-wired to replaced aged coaxial cable running from the roof. Further, Mark is exploring other competitive options (e.g., Hotwire). AT&T would require dishes on the roof. Mark will seek a quote on an electrician re-wiring the coaxial cable the extends from the roof (separate and apart from provider).

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12. **Sidewalks**: Scott requested a report from Mark regarding the damaged sidewalk outside IHNE property. Questions had been raised (1) as to whether IHNE is responsible for repairs and (2) if not, whether the town had notice to repair. Mark reported that the responsibility for the sidewalk is with the city. Mark has given notice to the city and will confirm the notice in writing.
13. **Next Meeting**: The Board agreed that the next meeting date will be established after the March 24 unit owner meeting.
14. **Closure**: The Board closed the meeting at 11:10 pm.