

## June Little

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**From:** June Little

**Sent:** Thursday, June 17, 2010 2:36 PM

**To:** 'Barbara Winter'; 'Damon Negri'; 'Erik Youngren'; 'Jim Dejohn'; 'John & Marietta Mahoney'; 'Jyoti Vora'; 'Lynne Skeirik (home)'; 'Mark McKelligan'; 'Rajan Vora'; 'Rama'; 'Richard Ferraro'; 'Puneet Kochhar'; 'Stephen Hallett'; 'Stephen&Susan Morrison'; 'Thomas Saliba'; 'Tim Miller'; 'vincent riviezzo'; 'Gillian Burch'; 'Sue Carabott'; 'contact.sri24@gmail.com'; 'Jennifer Steer'; 'starrbuchan@comcast.net'; 'aimooaimoo@aol.com'; 'shwetakochhar@ymail.com'; 'Metropolis, Patricia M.'; 'LaurFr@aol.com'; 'kstrevel@comcast.net'; 'Bell Ron'; 'jeanshu@comcast.net'; 'terry.riviezzo@comcast.net'; 'Simms Orion'; 'Marsha Simmons'; 'robert berger'

**Subject:** Minutes of the May 25, 2010 Board of Directors Meeting

All:

Attached are the minutes from the Board Meeting held on May 25, 2010, as prepared by your Secretary, Ron Bell.

June

The BRV Board of Directors met on May 25, 2010 at 6:30 p.m. at the home of Kathy and Wes Strevel. Board members present were Kathy, Ron Bell, Pattie Metropolis, Terry Riviezzo, and Jean Shula. June Little from CPManagement also attended.

The Board discussed the following:

1. Financials:
  - a. CPManagement has received payment of the April and May condo fees for 14 Deborah Lane.
  - b. All budgeted payments have been made into the Reserve Funds for the year thus far, *i.e.*, including payments for painting the decks and for the dock. Balance is \$100,857.63.
  - c. Paid bill of P.K. Brown for fixing broken pipe in front of 24 Deborah Lane.
  - d. Paid 1st of 8 payments to landscaping contractor.
  - e. Paid plowing contract in full for the 2009/2010 season.
  - f. Cricklewood's budget came in under budget for plowing, resulting in a \$1,045.36 credit to BRV
2. 14 Deborah Lane Update:
  - a. Received condo fee payments for April and May 2010.
  - b. Presently the unit is occupied by a long term tenant.
  - c. Arrears are \$2,748.54.
  - d. Question whether the Board should assess interest and late fees on the arrears?
  - e. June will send a follow up letter to Sri to encourage payment of the arrears in full before the Board is forced to take further action, including assessing interest and late fees.
  - f. Still plan to put on Annual Meeting agenda a motion to permit the Association to collect condo fees directly from a tenant of a unit when the unit owner is behind on his/her payments to the Association.
3. Status of Roof Issues:

6/17/2010

a. Received bills for the roof repairs and water leaks repairs for 2, 14, and 16 Deborah Lane and 43 and 59 Clearwater Drive in the amount of \$6,367.84. If this is rounded up to approximately \$7,000 and divided by the 28 unit owners the amount per owner would be approximately \$250.00.

b. The Board decided to pay for these invoices out of reserves in hopes that there will be enough savings in other budget line items to avoid having to do a special assessment at the end of the year.

#### 4. BRV Master Policy Changes:

a. Decided to go with Hanover Insurance Company's policy, which policy provides better coverage for less money, resulting in an annual savings of \$3,675.00 when compared with Philadelphia Insurance Company's initial quote.

b. Policy period is from May 24, 2010 to May 23, 2011.

#### 5. Trash Receptacles:

a. Give unit owners option of using trash receptacles or double bagging their trash to help avoid the trash being mauled by animals/birds.

b. Also suggest that trash be put out the morning of the pickup, as opposed to the evening before, and taken back in the same day.

#### 6. Dock:

a. Have Dick Ferraro set up a meeting of the Dock Committee.

b. Be sure he has also contacted responsible person at DEP.

c. Question whether to put rocks/stones around pilings to shore up dock similar to what was done in the past?

#### 7. PRV:

a. The Unit owners have been billed for the work. Next need to pick up the permits.

b. The location for the shut off valves in each unit has been identified...painted blue.

#### 8. Deck Railings:

a. Terry distributed estimates from 3 contractors for white PVC type railings. The price ranges from \$836.51 for materials only to \$1,929.78 for permit, materials and labor per deck. The latter price includes dismantling and removal of present deck railings.

b. May elect to just repaint 3rd deck railings at Clearwater Drive, rather than incur the additional expense for the additional deck as these decks are in good condition.

c. Question whether white color or sand color would blend in better?

d. Have accumulated money in the reserves for painting decks and trim, presently at \$9,500.00.

e. Kathy suggested paying for new rails using reserves, *e.g.*, perhaps 1/2 from reserves and 1/2 by special assessment.

f. Question whether to send out another warning to caution unit owners to be aware of safety issues regarding the deck railings?

g. Need to be sure that any contractor replacing the railings will take all the debris away.

h. Estimate that the work can be done in 2-3 weeks.

i. Pattie suggested contacting "Mainely Renovation".

#### 9. "Condo Liaison" Duties (Pattie Metropolis)

a. Meet with local real estate agents to give the BRV Rules and Regulations ("R&R") and Addendum so that the agents can provide prospective BRV purchasers with that important information

at the beginning of their interest in becoming a unit owner;

b. Meet with newcomers before they move in and provide them with a copy of the condo documents with important items highlighted and a copy of the Welcome Packet with names of permanent and elective contractors.

c. Bring a welcoming gift, *e.g.* a potted plant.

d. Discuss Condo R & R, including parking, number of vehicles, front of condo unit "do's and don'ts" and Request for Modification of the R & R.

e. Include a signature page for newcomers to acknowledge receipt of the important documents.

9. Cookout:

Crockpot festival-everyone brings a dish.

10. Screening for Third Floor Deck:

a. Still investigating.

11. Propane Stove for Heat:

a. Question if we can give Jen Steer permission for stove but have copper piping run in rear of unit or inside unit, so that it does not affect outside appearance; running it inside may cost a little more?

12. Landscaping:

a. Unit Owners have been responsible for taking care of back patios.

b. After each mowing, landscapers blow front patio porch for curb appeal.

c. Perhaps they can do back patio as part of Spring cleanup, whereas front porch/patio needs to be done more frequently for a well groomed appearance.

d. Question whether we can take down trees and cut between trees and shrubs in wetland area behind 61-67 Clearwater Drive? May be able to tag certain trees/shrubs for removal to give the owners more yard space.

Adjournment:

The meeting adjourned at approximately 9:00 P.M.

Board of Directors