

June Little

From: June Little

Sent: Friday, April 10, 2009 7:03 AM

To: 'Barbara Winter'; 'Damon Negri'; 'Erik Youngren'; 'Jean Shula'; 'Jim Dejohn'; 'John & Marietta Mahoney'; 'Jyoti Vora'; 'Kathy Strevel(home)'; 'Leah Berger'; 'Lynne Skeirik (home)'; 'Lynne Skeirik (work)'; 'Mark McKelligan'; 'Marsha O'Shaughnessy(home)'; 'Rajan Vora'; 'Rama'; 'Richard Ferraro'; 'Ron Bell'; 'Puneet Kochhar'; 'Stephen Hallett'; 'Stephen&Susan Morrison'; 'Terry Riviezzo'; 'Thomas Saliba'; 'Tim Miller'; 'vincent riviezzo'; 'Gillian Burch'; 'Sue Carabott'; 'contact.sri24@gmail.com'; 'Jennifer Steer'; 'Sean Chance'; 'patricia metropolis'; 'starrbuchan@comcast.net'; 'Simms Orion'; 'aimooaimoo@aol.com'

Subject: Special Meeting Minutes

All:

Below are the minutes from the Special Meeting held on March 17, 2009, as prepared by your Secretary, Ron Bell. These will also be posted to the CP website.

Minutes of the BRV Board of Directors/Unit Owners March 17, 2009 Meeting

1. Board. The meeting of the Board began at approximately 5:30 p.m. at President Kathy Strevel's Unit. The following Board members, together with June Little from CPManagement, were also present:

Ron Bell
Jean Shula
Orion Simms

a. Icing Problems.

Although the ice problems over this past winter were severe, it was believed that they were limited to only a handful of Units. (As it turns out, the number of units affected may have been underestimated.) Attempting to apply a remedy to all units whether they have all experienced problems or not goes against the old adage: "If it ain't broke, don't fix it." On the other hand, a unit experiencing no problem this year, may experience problems next year, if the problem is systemic to the development. The Board decided to catalogue the specific problems experienced by individual Units, discuss and explore alternative remedies, including whether to apply remedies to units without problems that are adjacent to units experiencing problems. Next a determination must be made as to who should pay for any remedy, i.e., the HOA or the individual Unit Owner affected. In sum, what are all of the icing problem(s)? how many units are affected? what corrective action can be taken? and who is responsible to pay for corrective action?

2. Unit Owners. The Unit Owner portion of the meeting convened at 6:30 p.m. A sign-in sheet was circulated with columns for each attendee to identify the number of the Unit, the owners name and any icing problem. Representatives were present from Units 4, 6, 8, 10, 12, 18, 24, 26, 28, 43, 45, 47, 49, 55, 63, 65, and 67.

a. Icing problems.

After a general discussion of the purpose of the meeting, Tim Little, a consulting engineer from Noblin & Associates, L.L.C. (no relation to June Little) was introduced to the attendees. He had inspected several Units with icing problems and his inspection/investigation report of the ice damming incidents had been previously circulated to all Unit Owners via e-mail. Tim Little provided valuable information and solid recommendations.

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He described the buildings on Deborah Lane as relatively simple construction, except for the furnaces in the attic.

(1) Waterproofing issues:

(a) Each issue must be addressed individually. For example, with respect to Unit #24 (Erik Youngren), there were leaks up the side wall. Recessed lighting can also provide an entrance for leaks.

(b) Repairs can include flashing, shingles and possible improvements to attic insulation, which would also save some heating costs.

(c) He said that increasing the ice and water shield coverage on the roof is the most effective remedy. First you need to take up shingles and remove siding to evaluate the problem. Assuming that the ice and water shield goes up the roof for 4 feet (the standard is 6 feet), he suggested that once you have removed the shingles to lay down more shield, you might as well go up 10 feet for optimum shield protection. When replacing the roof shield, he recommends putting the ice and water shield up 10 feet and also up the side of the dormers. Once the shield is down it sticks forever and seals around all nails, etc. Tim Miller said that he had investigated the roofing problems and has also concluded that increasing the surface covered by the ice and water shield is the remedy given as most effective. Tim Little can recommend contractors that install the ice and water shields. The cost per Unit should be under \$1,000, however, if dormers are involved, the cost to lay more shield around the dormers would be more. For each unit repaired at a cost of approximately \$1,000, Kathy estimated the shared cost to every Unit Owner would be about \$36.00 per unit repaired. For example, if six units were repaired, costing a total of \$6,000, each of the 28 unit owners would pay a total of \$214.00 ($\$6,000.00/28 = \214.00) or roughly \$36.00 per unit repaired.

(d) Can also modify ventilation, however, Tim seemed to conclude that the present ventilation was appropriate and adequate for the buildings.

(e) For leaks that appear to stem from the heat being discharged from third floor furnaces at Clearwater Drive, the solution would be the same, i.e., remove shingles and siding and lay down ice and water shield for at least 6 feet, 10 feet optimal. If a decision is made to put in a fan for better circulation, the fan must operate mechanically, perhaps designed to go on and off with the furnace, but should not be a passive fan. The buildings have ridge vents that appear to function properly. A passive fan might interfere with the present airflow provided by the ridge vents.

(f) Gutters might help leaks in the wall of the garage at 4 Deborah Lane (Bob Burger), but gutters will also cause more ice dams.

(g) Patty Metropolis said she spoke with a home owner on Eagle Bay (Peggy) who swears by the effectiveness of heating coils ("heating tape"). Heating tape is typically electrical wiring on the edge of the roof that must be physically turned on to generate the heat to melt the ice. Tim Little did not favor using "heating tape", because it can be expensive and the wiring is often too fragile to withstand the elements.

Tim suggested dealing with only the Units presently experiencing problems, notwithstanding the possible economies of repairing all Units on the theory that all Units may eventually have a problem. Given the severe weather conditions over the past two winters, Tim Little believes that if a Unit has not experienced icing problems/damage by now, it probably will not have issues in the future.

(2) Payment issues.

Several Unit Owners described the treacherous ice conditions on their driveways. One Unit Owner (Jen Steer) explained that this past winter she slipped and fell on the ice in her driveway and broke her wrist. A discussion ensued as to how expensive it would be to frequently monitor each Unit's driveway trying to prevent the constant ice build up. It was concluded that the cost to the HOA could be prohibitive. Unfortunately, it appears that the task of policing each driveway must fall on each individual Unit Owner. Clearly, a Unit Owner who is away from the development for many hours or days, will continue to have great difficulty with the icy driveway. The Unit Owner can privately contract with CPManagement, or a private individual or company, to keep the driveway clear, although the owner should make sure that the private company/individual has appropriate and adequate insurance coverage for such work. Otherwise, a different set of potential liability problems could arise.

A discussion then took place as to whether any amount of the reserves, presently estimated to be approximately \$100,000, should be used to pay for correcting the icing problems, i.e., repairing a portion of the roofs. It was pointed out that the use of reserve funds is typically limited to replacement items, not for maintenance. It was also pointed out that the reserve fund was not fully funded in February 2009 because of increased maintenance expenses.

Jim DeJohn questioned what the Board would do if the dock collapsed and John Mahoney voiced his belief that the Board had previously committed to a floating dock much different than the present footprint. Others remembered that although there had been investigations into and discussions about different dock configurations, it has always been the consensus that if the dock has to be replaced, the present dock footprint is the preferred footprint.

Many believe that our condo fees are high enough and do not want to see them raised higher. Tim Miller pointed out that raising condo fees will negatively impact the ability of Unit Owners to sell their units.

Clearly roofing problems are Association problems. Jim DeJohn suggested taking part of the money from the reserves and part of the money from Unit Owners. If the Association is to pay, the President believes that an assessment is the better approach, rather than tapping the reserves, which the applicable law may not allow. However, the Board will investigate whether the Condo documents and the applicable law restricts and/or precludes the use of reserve funds for such a purpose.

Some voiced dissatisfaction with the plowing, e.g., the grass in the circle at Deborah Lane is ripped up. However, it was also acknowledged that given the severe winter, perhaps it was unavoidable and acceptable, so long as it is repaired in the spring. Others claimed that the landscaping contractor performed poorly this past year. However these issues were tabled for another time in order to bring the focus back to the purpose of the meeting, which was to zero in on the icing problem. In the future, the Board will canvass the homeowners on how satisfied they were on the landscaping and snow removal service and provide feedback to the association.

It was also decided that the Board will canvass all Unit Owners to determine all ice damming problems and suggested solutions. The problems/solutions can range from insulation needed around third floor furnaces, ice and water shields on roof and around dormers and lessening the ice buildup in front of the garage and on the driveway. The Board will then get estimates to do the work to address and hopefully correct the problems and get back to unit owners with those cost estimates. The Board will also get the names of contractors out to the owners for further individual investigation at the owners' cost, if that is desired. Lastly, a decision will have to be made on how any remedies will be paid for.

3. Adjournment

The meeting adjourned at approximately 8:00 P.M.

Board of Directors

From: June Little

Sent: Monday, March 30, 2009 2:16 PM

To: 'Barbara Winter'; 'Damon Negri'; 'Erik Youngren'; 'Jean Shula'; 'Jim Dejohn'; 'John & Marietta Mahoney'; 'Jyoti Vora'; 'Kathy Strevel(home)'; 'Leah Berger'; 'Lynne Skeirik (home)'; 'Lynne Skeirik (work)'; 'Mark McKelligan'; 'Marsha O'Shaughnessy(home)'; 'Rajan Vora'; 'Rama'; 'Richard Ferraro'; 'Ron Bell'; 'Puneet Kochhar'; 'Stephen Hallett'; 'Stephen&Susan Morrison'; 'Terry Riviezzo'; 'Thomas Saliba'; 'Tim Miller'; 'vincent riviezzo'; 'Gillian Burch'; 'Sue Carabott'; 'contact.sri24@gmail.com'; 'Jennifer Steer'; 'Sean Chance'; 'patricia metropolis'; 'starrbuchan@comcast.net'; 'Simms Orion'; 'aimooaimoo@aol.com'

Subject: Ice dam leaks

All:

At the Special Meeting on March 17th a list was distributed to all those attending to find out about all ice dam-related leaks at the property. For those that were not able to attend, please e-mail me with the specifics on any ice dam leaks at your unit. Please provide as much detail as possible about the location and extent of the leak(s). We are in the process of compiling a complete list so that repair estimates can be obtained in preparation for a follow-up meeting.

A draft of the minutes from the meeting has been prepared and is being reviewed by the Board and will be distributed within the next couple of days.

Thank you.
June

From: June Little

Sent: Wednesday, March 11, 2009 4:57 PM

To: 'Barbara Winter'; 'Damon Negri'; 'Erik Youngren'; 'Jean Shula'; 'Jim Dejohn'; 'John & Marietta Mahoney'; 'Jyoti Vora'; 'Kathy Strevel(home)'; 'Leah Berger'; 'Lynne Skeirik (home)'; 'Lynne Skeirik (work)'; 'Mark McKelligan'; 'Marsha O'Shaughnessy(home)'; 'Rajan Vora'; 'Rama'; 'Richard Ferraro'; 'Ron Bell'; 'Puneet Kochhar'; 'Stephen Hallett'; 'Stephen&Susan Morrison'; 'Terry Riviezzo'; 'Thomas Saliba'; 'Tim Miller'; 'vincent riviezzo'; 'Gillian Burch'; 'Sue Carabott'; 'contact.sri24@gmail.com'; 'Jennifer Steer'; 'Sean Chance'; 'patricia metropolis'; 'starrbuchan@comcast.net'; 'Simms Orion'; 'aimooaimoo@aol.com'

Subject: Special Meeting March 17th

All:

6/29/2009

Attached please find a report submitted by Noblin & Associates, the engineering firm that did the reserve study in 2004. We asked them to do an inspection and make recommendations on how to address the various ice issues experienced at BRV. A representative from Noblin will be attending the meeting on Tuesday to review his findings and answer questions. We are going to try to limit his time at the meeting to one hour.

I hope to see you all there for this very important meeting.

Thanks,
June

From: June Little

Sent: Wednesday, February 18, 2009 2:54 PM

To: 'Barbara Winter'; 'Damon Negri'; 'Erik Youngren'; 'Jean Shula'; 'Jim Dejohn'; 'John & Marietta Mahoney'; 'Jyoti Vora'; 'Kathy Strevel(home)'; 'Leah Berger'; 'Lynne Skeirik (home)'; 'Lynne Skeirik (work)'; 'Mark McKelligan'; 'Marsha O'Shaughnessy(home)'; 'Rajan Vora'; 'Rama'; 'Richard Ferraro'; 'Ron Bell'; 'Puneet Kochhar'; 'Stephen Hallett'; 'Stephen&Susan Morrison'; 'Terry Riviezzo'; 'Thomas Saliba'; 'Tim Miller'; 'vincent riviezzo'; 'Gillian Burch'; 'Sue Carabott'; 'contact.sri24@gmail.com'; 'Rama'; 'Jennifer Steer'; Sean Chance; patricia metropolis; starrbuchan@comcast.net; Simms Orion; 'aimooaimoo@aol.com'

Subject: SPECIAL MEETING DATE CHANGE

All:

Due to some scheduling conflicts, the Board has rescheduled the Special Meeting to Tuesday, March 17th, at 6:30 p.m. at the home of Kathy & Wes Strevel at 45 Clearwater. Please accept our apologies for the inconvenience. Hope to see you all there.

Thanks,
June

From: June Little

Sent: Friday, January 30, 2009 5:31 PM

To: 'Barbara Winter'; 'Damon Negri'; 'Don Stark'; 'Erik Youngren'; 'Jean Shula'; 'Jim Dejohn'; 'John & Marietta Mahoney'; 'Jyoti Vora'; 'Kathy Strevel(home)'; 'Leah Berger'; 'Lynne Skeirik (home)'; 'Lynne Skeirik (work)'; 'Mark McKelligan'; 'Marsha O'Shaughnessy(home)'; 'Orion Simms'; 'Rajan Vora'; 'Rama'; 'Richard Ferraro'; 'Ron Bell'; 'Sharon & Keith Buchan'; 'Puneet Kochhar'; 'Stephen Hallett'; 'Stephen&Susan Morrison'; 'Suzanne Peralta'; 'Terry Riviezzo'; 'Thomas Saliba'; 'Tim Miller'; 'vincent riviezzo'; 'Gillian Burch'; 'Sue Carabott'; 'contact.sri24@gmail.com'; 'Rama'; Jennifer Steer

Subject: Memo from the Board

All,

The attached is being mailed to all homeowners today. Please note, the Board has called for a Special Meeting on March 3rd to discuss various winter issues, as outlined in the attached memo. We strongly encourage all to attend.

Thanks, and here's to warmer temps this weekend.

June

6/29/2009