

**BLUESTONE II CONDOMINIUM ASSOCIATION  
BOARD OF DIRECTOR'S MEETING AGENDA**

January 8<sup>th</sup>, 2019

5:30PM Bishop Real Estate Office

**In Attendance:**

Khalil Razzaghi – Board of Directors – President  
Alex Newbold – Director  
Judy Nessel – Bishop REM  
Shelley Gullett – Bishop REM

**BOARD MEETING CALLED TO ORDER: 5:30pm**

**APPROVE NOTES OF THE DECEMBER ANNUAL MEETING:** Not discussed

**APPROVE FINANCIALS EOM OCTOBER:**

EOM Nov operating ==> \$22,240.08 reserves ==> \$68,947.40  
TD Bank TD-MM  
- delinquencies ==> \$6,001.83 down from last month by \$1,263.00  
(#82 - \$503.00, #89 – 4073.83, #93 - \$1070.00, #118 - \$355.00)

Khalil brought up that Unit 82 sold a couple months ago, he recommended we try to contact the new folks, Shelley explained that she has on numerous occasions sent them communications and just recently a 30 day notice of late payments.

**MAINTENANCE UPDATES:**

- Repair of foundation complete. Shelley inspected the area and it looks much better.
- Alex – pointed out that a portion of fence is down between Building B and Royal Crest at the back of the building. Shelley will check on 1/14/19 while at the property and have it taken care of.

**OLD BUSINESS:**

- Brookline Bank – Loan paid in full, reserve/money market funds received in the amount of \$2359.46 and has been received and deposited into the reserve account.
- Quotes on Garage Roofs – 2 more quotes coming (A-1 Siding, Roofing and Community Builders), Shelley will forward to the board once received.
- Reserve Analysis – Team Engineering agreement, was discussed, this has not happened and is required by law that a reserve study be done every 5 years. Khalil and Alex agreed this needs to happen and Khalil signed agreement. Shelley to send it to Team Engineering on 1/11/19
- Insurance quotes – Not due to expire May 2019, currently with 3 other companies for quotes, waiting for one company to respond. Received a quote from Nationwide that came in at \$17,198.00. Shelley not impressed with their quote, throughout the quote they list the property being built in 2010; it was discussed that they plugged in a date to get the best rates; which would hurt the association and not be beneficial. The other quote was from State Farm that came in at \$20,662.00. Shelley met an insurance adjuster from Davis & Towle, on Monday 1/7/19 and walked through the property, he was curious about “sprinklers” in the building as there are valves in the hallways. Should have their quote early next week. After discussion with the board, it was decided that these are for the exterior sprinklers.

**NEW BUSINESS:**

- Accountant – review of North Point financials to determine that they did indeed provide all funds that were to be transferred to BREM, both in operations and reserves. Shelley to be chasing

North Point to get vendor ledgers as 1099-Misc forms are due to be mailed in January, no later than 1/31/19 and in order to do this properly she need information from North Point.

- Fusion Connex being sold to Wire to Wire – Hunter, 603-664-4622 – analogue video system. Shelley to contact Wire to Wire and arrange for them to look at the equipment to see if it works properly or if it should be repaired and/or upgraded and what the cost will be.
- Replacement of Scuttle hole openings. Shelley explained how dangerous the access to the attic is after she met a contractor for Bldg B. They are not safe in their current condition, they are only held up with door molding. Shelley to get clarification on quote from Kelly Contracting Services, what Board would like to see happen with these is covers with pull down ladders.
- Unit 62 – sprinkler issue & mold, inside and out of his slider and window. It was discussed that the sprinkler head at his unit be adjusted or dis-abled and the Association would take responsibility to repair the wood work to his unit.
- Change out of Entrance door locks. Shelley will be meeting Kamco Lock Solutions on Monday 1/14/19 to look at doors and bulletin board locks. It was decided that each unit will be given two exterior door keys and the keys should either be handled the same as the parking passes. Owners/tenants should sign that they have received keys. They should have the opportunity to pick up at the office of BREM or mailed to the owner/tenant. Shelley offered to set aside a few dates to be at the property to hand out keys. Once all owners/tenants have signed for keys, there will be a note and blanket email stating the date the locks will be changed. All doors in Bldg A will be keyed alike and all doors to Bldg B will be keyed alike, but neither bldg. will have access to the other. Master keys will be put in the lock boxes at each building and a set kept at the Management company.
- All signs that are posted through the buildings that reference North Point need to be removed ASAP. It was also discussed to remove the “Work Order” boxes as most people use email for work requests.
- Khalil brought up that the hallways smell of either old cat litter or other pet smells. Shelley to research odor eaters that can be put in the hallways to help with the smell in the halls.
- Alex brought up that there is a light out in the back of Building A parking lot, Shelley to have repaired. In addition, it was recommended that we investigate upgrading all the lighting through the common areas of each building, as well as exterior lighting in order to save costs on electric.
- Khalil asked who pays the fees for on-line payments as there has never been an option to pay with credit/debit cards. Currently the fees are only associated with the association operating account, these are fees the bank charges the association for processing payments through “payeezy” through “bishoprem.com/pay”. It was discussed that a handling fee of 2 – 3 percent be charged to the owners to utilize the on-line payments as a “convenience fee”.
- Last but not least – Shelley reported that per our initial discussion back in October, about including information/documents for Bluestone II be included on the Bishop REM website. This has finally come to fruition. Currently at “Bishoprem.com” there is a section marked “Documents and Information”, if you navigate to this area, you will find many documents concerning Bluestone II, such as the Certificate of Insurance, Unit forms, Rules and Reg, etc. No later than next week, owners will also be able to view Board Meeting Minutes.

#### **EXECUTIVE SESSION:**

**DATE FOR NEXT BOARD MEETING:** February 12, 2019 at 5:30pm at Bishop REM Office.

**ADJOURNMENT:** 6:35pm