

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

April 9, 2019

5:30PM Bishop Real Estate Office

In Attendance: Khalil, Ron, Alex and Shelley (BREM)

BOARD MEETING CALLED TO ORDER: 5:35

APPROVE NOTES OF THE FEBRUARY BOARD MEETING: Moved by Ron and seconded by Alex to accept and approve.

APPROVE FINANCIALS EOM OCTOBER:

EOM Nov operating ==> \$28,429.32 reserves ==> \$73,956.37
TD Bank TD-MM
- delinquencies ==> \$2861.83 Down from last month by \$913
(#89 – 2677.83, #105 - \$184.00)

MAINTENANCE UPDATES:

- Wooden Fence between Bldg B & Royal Crest & by dumpsters – emails sent to appropriate mgmt companies, with no response as of this date.
- Smell in hallways – Update from Ron – it is incense.- it was noted by Ron that the smell hasn't happened since he had an opportunity to talk to the tenants in that unit.
- Clean out of utility rooms – Completed.

OLD BUSINESS:

- Insurance quotes – Letter to not renew sent to Snow Insurance. They were not happy, stated they had also had new quotes, but never forwarded them to Bishop REM.
- Garage Roofs – Questions for Michael Henry/Contractor:
 - Facia board replacement – have Michael quote on replacing all facia boards with PVC
 - Gutters: Ensure they are removed carefully to avoid having to purchase new
 - Ice & Water shield – find out if quote is for one layer or two. If only one layer, request 2 layers for longer durability
 - Request quote for step flashing between the two garages.
 - Dumpster – Shelley to assist by working with our current contractor “Waste Management”
 - After speaking with Michael, the morning of 4/10/19, he will have updated information today and it will be forwarded to the board via email.
- Reserve Analysis – completed, all felt if was accurate and gave a good presentation of what needs to happen with the association reserve funding.
- Wire to Wire – Hunter, 603-664-4622 – Shelley to contact Hunter to see about extra cameras in breezeway as well as on dumpster. It has become apparent that this service is in great need due to recent happenings in the building(s)
- Change of common lights to LED – Khalil met with Nabil and walked the property and it was suggested that we simply replace all the light bulbs with LED bulbs as the fixtures are in good condition. Khalil asked that Nabil, give a quote for replacing the chandeliers lights as well as the exterior building lights on each of the buildings. This will course will be the most cost effective. Shelley to research the cost to purchase.
- Replacement of Scuttle hole openings – Khalil to investigate pull downs and discovered they are not a normal size to accommodate a pull-down ladder. It was decided to have L-brackets installed as a measure to better secure the scuttle holes.

NEW BUSINESS:

- Have financials done for audit review – Shelley has requested quote from Seeley & Schulz, Shelley has been working on transcribing all information from North Point as well as Bishop's information to an excel spread sheet to make life a bit easier for Seeley & Schulz to complete the audit review. Khalil wanted to know why this is done and Shelley explained that it is a requirement of Property Management.
- Shelley provided quotes for new Landscaping company and the board voted to go with "Leedsburg's Landscaping". The board liked that they will bill for snow removal per storm and not a set price for the season. Shelley to send notice to quite to B&C Landscaping on 4/10/19 and hire Leedsburg on 4/10/19. Shelley also to speak to new landscaper about:
 - Making sure weeds are taken care on stone walls
 - Let them know about broken sprinkler heads
 - Let them know to try to avoid A/C condensers when mowing.
 - Request that pruning be done asap.
 - Update: Shelley spoke to landscaper this morning and is meeting him at the property on 4/11/19 at 11am to do a walk around.
- Air fresheners – Board voted to order Air fresheners - Shelley to take care of ordering them, they will be installed by the board the same day they change all the lights to LED.
- Fire Alarm Inspection set for July 17th beginning at 8am – Since this will be done on one day versus 2 days included in the notice to owners will be a note that if access cannot be granted to a unit, the owner will be responsible for the cost/charges of whatever the fee will be from Corporate Alarms.
- Unit 105 issue with cement fix on patio – rubber gasket & tile, wants to check if association will redo the cement or if it is his responsibility – Shelley to research the "Declaration and Rules and Regs". Upon doing so, it was found in the Declaration that the board is responsible to take care of this.
- Unit 62 – Shelley to schedule the repair/replacement of the woodwork to the window & Screen door, due to damage from a sprinkler head.
- Cleaning company not doing a good enough job with the cleaning and starting to early in the morning. There are lots of cobwebs and the doors have tape on them that they are not removing and doing the job in to short a time to properly clean the buildings. Shelley to seek quotes from cleaning companies.
- It was noted that the carpets need to be shampooed. Shelley to make arrangements to have this done.

EXECUTIVE SESSION:

DATE FOR NEXT BOARD MEETING: May 21st, 2019

ADJOURNMENT: 6:45pm