

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

June 18, 2019

5:30PM Bishop Real Estate Office

In Attendance: Khalil Razzaghi
Alex Newbold
Shelley Gullett – BishopREM
Debra Coughlin

BOARD MEETING CALLED TO ORDER: 5:40pm

APPROVE NOTES OF THE MAY BOARD MEETING: It was moved by Alex and seconded by Khalil to approve the minutes of the May board meeting.

APPROVE FINANCIALS EOM MAY 31st:

EOM Nov operating ==> \$33,513.09 reserves ==> \$75,726.90
TD Bank TD-MM
- delinquencies ==> \$3,091.83 Up from last month by \$404.00

MAINTENANCE UPDATES:

- Wire to Wire – Cameras up and recording, it was reported that Ron is the only board member to have logged onto the new system to actually view.

MISCELLANEOUS BUSINESS:

- Debra Coughlin was in attendance and requested time to ask some questions regarding the security system and operation of the cameras as well as other miscellaneous items:
 - o Debra also reported that the wire molding in Bldg B on the courtyard side is coming down, and requested a work order for the repair.
 - o Wanted to know if the videos were being monitored 24/7. The answer provided is that yes, the system runs 24/7 and is recorded but not viewed on a 24/7 basis, only periodically.
 - o Second question was to know who has access to the monitoring of the cameras. We confirmed that only board members have access as well as Shelley Gullett, Property Manager.
 - o Question asked if in the future the system could be expanded to include the parking lots.
 - o She also reported that the courtyard door on the south side slams closed and needs the closer adjusted. Shelley stated, she will check it and make the necessary call for repair.
 - o Debra said how nice it was to see the newsletter come back and suggested we make a note to the owners/residents requesting if they have any suggestions of improvements to the property they would like to see in the future. Also, to put a reminder about parking rules, no commercial vehicles and issues with people not parking between the lines.
 - o We also discussed the water and sewer lines and if they could be separated from Bluestone I. Debra said she had a lot of information on this subject, as she as during her time serving the board, she had wanted to do the same thing. She said she would share the information she has with Shelley and the board.
- The board thanked Debra for her information and comments prior to her departure.

OLD BUSINESS:

- Garage Roofs – Khalil expressed many concerns on the job that is being done on the roofs. Michael did not follow the process as promised with the removal of gutters and fascia boards prior

to starting the roofing job. Drip edge's were not originally installed until it was pointed out they needed to be by Ron. Khalil was going to stop by the project after the board meeting to inspect the work done so far. He mentioned that he works with sub-contractors all the time and how this project is being handled is not acceptable. More information to follow after Khalil inspects job site.

- Change of common lights to LED – All done except garage lights. Alex informed everyone that he was amazed how much brighter Building B was after the installation of the LE lights.
- Air freshener – installed. Shelley thanked the board for doing all this work and that there has been some positive feed back from owners and residents.

NEW BUSINESS:

- Email sent to owners regarding garage roof schedule sent out w/BoD's approval
- Landscaping company – issue with sprinkler head at Unit 62, being looked at re-directing and if that doesn't work it will be shut off. Per prior meeting discussion, board approved to replace the wood trim work around the inside of slider and one window due to damage caused by sprinkler head. Once sprinkler head issue solved, Shelley to arrange for wood trim work to be replaced and has conveyed that to unit owner.
- Fire Alarm Inspection set for July 17th beginning at 8am. It was discussed that an email be sent to all owners and residents regarding this the week of June 24th as well as putting information in the newsletter. In addition, signs will be posted at each door entrance as a reminder.
- Newsletter – We are getting positive feedback on the newsletter.
- Carpet cleaning –2 quotes received and prior to making a formal decision, they will be sent to Ron for his input.
- Building cleaning companies – 2 quotes received and prior to making a formal decision, they will be sent to Ron for his input. Khalil wanted to know if we had a current contract with our current cleaning company and if so, how much notice would we need to provide if a change is warranted.
- Shelley brought up the need for additional power washing of the property, the driveway side of Building A, has acquired additional buildup of mold since the job done in the fall. Shelley recommended we hire a professional to take a look at and provide quotes.
- There was discussion about monthly financial being sent to the board. Shelley to make sure this is done.
- Discussion on the replacement of some of the Utility room steel doors as well as the garage doors. It was noted that if/when we replace garage doors, they should all be done at the same time. Shelley to check by-laws to determine which are owner responsibility and which are the Association's responsibility.

EXECUTIVE SESSION:

- Unit 77 – tenant issue, video sent this evening regarding another episode by this tenant. Shelley to acquire police reports and take snap shots of video. Board felt it is time to have a letter written by legal council to ensure this tenant is removed from the premises as the promise from the owner that the tenant has been asked to leave has not been fulfilled to day.
- #89 – \$563.83, #104 - \$742.00(paid 6/10/19 \$1,000.00), #93 - \$742.00(Paid 6/4/19 - \$1,730.00) #72 - \$289.00 (paid 6/4/19 \$541.00) #77 - \$746.00 (paid 6/10/19 \$1,406.00) Please note we have recouped outstanding debt as well as received pre-payments in the amount of \$4,677.00.

- Audit review, Shelley reported she has an appointment with the CPA firm on June 25th and reported to the board that she and a co-worker has been diligently working for a couple weeks to combine all data for 2018. She recommended that if what has been put together is not sufficient for the CPA firm to properly do the review, then she asked if information is not sufficient, then it not be done and we would start fresh with the 2019 financial audit review. Khalil wanted to know what information the audit review would reveal to the board. Shelley to find a previous review and send to the board for their information.

DATE FOR NEXT BOARD MEETING: The next board meeting will be July 23rd, 2019 at 5:30pm. It was hoped that we would have the information from the Fire Alarm Inspection to be able to discuss.

ADJOURNMENT: Meeting adjourned at 7:10pm.