

DOMINION PATIO HOMES CONDOMINIUM ASSOCIATION NO. 1-A
(a not-for-profit corporation)
BOARD OF DIRECTORS MEETING MINUTES
FOR JULY 14, 2004

The following members of the Board of Directors were present:

Preston Marks
Terry Sopko
Fred Latzke
Ron Ranieri
Dave Griffin

All board members being present, a quorum was declared.

Also present was Jory Carrick and Kelly Koehler of Williamson Management.

The following members were present:

Steve Balzano
Krystyna and Scott Ryback
Tom and Jean Stapleton
Brian and Gwen Hiers
Carmella Grimaldi

AGENDA:

Dave Griffin moved to adopt the Agenda. Fred Latzke seconded the motion. The motion was unanimously adopted.

APPROVAL OF APRIL 13, 2004 and JUNE 7, 2004 MINUTES:

Fred Latzke moved to approve the April 13, 2004 AND June 7, 2004 Board of Directors meeting minutes. Terry Sopko seconded the motion. The motion was unanimously adopted.

PRESIDENT'S REPORT:

Preston Marks reported on the progress of the painting project and the need to continue the process of repairs and maintenance of the property.

TREASURER'S REPORT:

Fred Latzke presented the financial reports for the months of April, May and June 2004. Terry Sopko moved to approve the financial reports for the months ending April

30, 2004, May 31, 2004 and June 30, 2004. Dave Griffin seconded the motion. The motion was unanimously passed.

Fred Latzke presented the Association federal and state income tax returns for the year ended December 31, 2003. Fred Latzke moved the approval of the December 31, 2003 federal and state income tax returns and that the appropriate officer is authorized to sign the returns on behalf of the Association. Dave Griffin seconded the motion. The motion was unanimously passed.

MANAGEMENT REPORT

Reserve Study;

Dave Griffin secured two proposals for a reserve study which had been submitted to the Board of Directors for their review prior to the meeting. In addition Dave Griffin had attempted to get a third proposal but the company did not submit a proposal. The proposed bids for the reserve study were as follows: (i) Property Technics \$1,950 and (ii) HBIS Engineering \$3,000. Fred Latzke commented on the two proposals. Jory Carrick indicated that he had prior experience with Property Technics and they had performed well in the past. There was a lot of discussion about whether or not a reserve study was needed. Dave Griffin moved to accept Property Technics' May 12, 2004 proposal for a reserve study at a price of \$1,950 and to authorize an officer to sign a contract on behalf of the Association in accordance with the proposal. Preston Marks seconded the motion. Dave Griffin, Preston Marks, Fred Latzke and Terry Sopko voted in favor of the motion. Ron Ranieri voted against the motion.

American Decorating Extras;

American Decorating submitted a list of extras dated July 13, 2004 and July 14, 2004. Discussion took place as to how the price for the extras was determined. It was determined that the work performed by American Decorating was needed and were in fact extras. Dave Griffin moved to approve the extras listed on American Decorating's letterhead dated July 13, 2004 and the proposal dated July 14, 2004 in an approximate amount of \$7,865 and the appropriate officer of the Association is authorized to sign the proposals. Terry Sopko seconded the motion. Dave Griffin, Terry Sopko, Preston Marks and Fred Latzke voted in favor of the motion. Ron Ranieri abstained.

Water Leak at 333 Dominion;

A proposal was presented to the Board of Directors for a water leak at 333 Dominion. Dave Griffin moved to approve the \$600 proposal to fix the water leak. Terry Sopko seconded the motion. Dave Griffin, Terry Sopko, Preston Marks and Fred Latzke voted in favor of the motion. Ron Ranieri abstained.

Management Contract;

The current management contract expires September 30, 2004. Jory Carrick of Williamson Management submitted a Management Agreement between Dominion Patio Homes Condominium Association 1-A and C & O Management Company, Inc. d/b/a Williamson Management, Inc. for the period October 1, 2004 to December 31, 2007. The members of the Board of Directors had an opportunity to review the contract prior to the meeting. Questions were asked of Jory Carrick about the contract. Jory Carrick explained changes from the existing contract to the proposed contract. Discussion took place among the Board of Directors concerning the proposed contract. Members in attendance were invited to make their comments. Fred Latzke moved to approve the proposed contract and the appropriate officer was authorized to sign the contract. Dave Griffin seconded the motion. Fred Latzke, Dave Griffin, Preston Marks and Terry Sopko voted in favor of the motion. Ron Ranieri abstained.

Snow Removal Contract;

Ron Ranieri suggested that we get a proposal from the company performing the snow removal so we are not approving a snow removal contract at the last minute. Jory Carrick suggest that the Association consider a longer term contract so the issue does not have to be resolved each year and there is more long term certainty as to the cost. Kelly Koehler was directed to get a proposal from Adlawn for a 1, 2 and 3 year contract for snow removal. The proposal could be submitted to the Board of Directors at the September meeting.

Garage Roofs;

The Association continues to have problems with many of the garage roofs leaking. A discussion took place about finding a contractor to fix all the garage roofs. It was understood that to accomplish that, a special assessment would be needed. Terry Sopko said he would give the name to Kelly Koehler of a company out of Minnesota that has a process for fixing flat roofs. Ron Ranieri said that he had heard of a process for fixing flat roofs and he would also get the name of the company and submit the name to Kelly Koehler. Carmella Grimaldi suggested W. Walter Roofing located at 645 S. Rte 83, Elmhurst, 800-300-1912. Mathews roofing out of Chicago was suggested by a member. Carl Permanian had told the Board of Directors that he would get the name of a company that had done work and suggested bringing material up the parapet walls and under the caps.

Discussion also took place about the effect of people using the garage roofs as decks and placing personal property on the garage roofs. Tom Stapleton said at one time a rule had been passed that limited what could be placed on the garage roofs. The Condominium Declaration states if a person causes damage to a common element, that person is responsible for fixing the damage. The person performing the reserve study could address the problem of the garage roofs in the reserve study and make suggestions. The Board of Directors would like to have suggestions from a contractor or contractors by the next meeting for a method to resolve the garage roof problems which seem to be a recurring problem.

Dead Tree at 474 Dominion

Management was directed to get an estimate to remove and possibly replace a dead tree at 474 Dominion (Balzano).

Meeting Dates;

The Board of Directors agreed that Tuesday would be a good day for a meeting in the future. The next proposed meeting was September 21, 2004. The meeting for the annual elections would have to be Wednesday, November 3, 2004 as Tuesday, November 2, 2004 is election day.

Web Site:

Jory Carrick indicated that Williamson Management would have a web site up and running. In lieu of the Association having their own web site, Jory Carrick indicated that the Association would be able to use the Williamson Web site. Jory Carrick had informed Price Sowers of Williamson Management's goal. The Board of Directors indicated its approval of having a place posting notices, minutes, comments, etc.

HOMEOWNER'S OPEN DISCUSSION:

The members were given an opportunity to discuss matters of concern. They had participated in discussing matters that were raised under Management Report. The Board of Directors indicated their appreciation for the number of persons who attended Board meeting and contributed to the discussion.

ADJOURNMENT AND EXECUTIVE SESSION:

Dave Griffin moved to adjourn to Executive Session and to adjourn the open meeting. Fred Latzke seconded the motion. The motion unanimously passed.

Dave Griffin, Secretary