

DOMINION PATIO HOMES CONDOMINIUM ASSOCIATION NO. 1-A
(a not-for-profit corporation)
BOARD OF DIRECTORS MEETING MINUTES
FOR SEPTEMBER 21, 2004

The following members of the Board of Directors were present:

Preston Marks
Fred Latzke
Ron Ranieri
Dave Griffin
Terry Sopko

Four Board members being present, a quorum was declared. A fifth board member arrived after the meeting started.

Also present was Kelly Koehler of Williamson Management.

The following members were present:

Dave and Liz Nickel
Daniel and Barbara Temkin
Tom and Jean Stapleton
Price Sowers

AGENDA:

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

APPROVAL OF JULY 14, 2004 BOARD MINUTES

Fred Latzke moved to approve the July 14, 2004 Board of Directors meeting minutes. Preston Marks seconded the motion. The motion was unanimously adopted.

PRESIDENT'S REPORT

Preston Marks reported on the painting project. He discussed the need to continue the process of repairs and maintenance of the property. The garage roofs need to be addressed.

Board members and members in attendance discussed the need to repair the garage roofs. Kelly Koehler was directed to secure additional bids and methods for fixing the garage roofs. A couple of methods for fixing the garage roofs were addressed by Kelly Koehler. It was acknowledged that a special assessment will be needed if all the

garage roofs are to be repaired. One of the bids received totaled \$123,289.00 for all the roofs.

TREASURER'S REPORT

Fred Latzke presented the financial report for the month ending July 31, 2004. Fred Latzke moved to approve the financial report for the month ending July 31, 2004. Dave Griffin seconded the motion. The motion unanimously passed.

MANAGEMENT REPORT

2005 Budget and Dues

A discussion took place concerning the 2005 budget and monthly assessment. Dave Griffin stated there was a need to increase the monthly assessment to provide for increasing expenses and to build up the reserve for future projects. Board members stated even with the increase in the assessment, there will still be a need for a special assessment to fix the garage roofs as there will not be sufficient time to build up the reserves for the project. Members in attendance spoke about the need to increase the monthly assessment so we have the funds to maintain the property both short term and long term.

Dave Griffin moved to increase the monthly assessment 15% per unit and that the 2005 proposed budget to be sent to the members prior to adoption reflect the increase in the monthly assessment. Fred Latzke seconded the motion. Dave Griffin, Fred Latzke and Preston Marks voted in favor of the motion. Ron Ranieri abstained. The motion was adopted.

Reserve Study

A discussion took place about the Long Range Capital Reserve Study prepared by Property Technics for the Association. The report is subdivided into three sections: (i) a narrative description of the condition of various components of the property; (ii) a replacement cost schedule and (iii) a cash expenditure flow chart. The Board recommend the Reserve Study should be sent to all members and a meeting set at a future date solely to discuss the Reserve Study and the recommendations.

Dave Griffin moved that the Long Range Capital Reserve Study be sent to all the members of the Association. Preston Marks seconded the motion. The motion was unanimously passed.

Adlawn Snow Plowing Contract

Dave Griffin moved to accept the Adlawn Landscaping Services, Inc. snow plowing contract for the 2004-2005 season at a cost of \$4925 plus salting and to

authorize an officer of the Association to execute the contract. Preston Marks seconded the motion. The motion unanimously passed.

President's Authority to Approve Contracts

A discussion took place about the need to be able to address bills for emergencies that occur between Board meetings. It was felt the President of the Association should be able to approve bills for emergency repairs to the property up to \$1,000.

Dave Griffin moved that the President of the Association be given authority to approve bills up to \$1,000 to make emergency repairs to the Condominium Units and/or common elements. If the President is not available, the Vice-President could act followed by the Treasurer. Fred Latzke seconded the motion. The motion was unanimously passed.

Repairs to Unit located at 333 Dominion

Dave Griffin moved to approve the Nationwide Waterproofing Company proposal for repairs to 333 Dominion in the amount of \$660. Fred Latzke seconded the motion. The motion unanimously passed.

Repairs to Units located at 343 and 345 Dominion

A discussion took place about the repairing the sidewalk between the garages at 343-345 Dominion. A proposal was received from Eugene Matthews in the amount of \$3,450 to remove and replace the sidewalk between the garages, an area approximately 15 feet by 10 feet and five feet by five feet. Kelly Koehler was directed to secure additional bids. The Eugene Matthews proposal also included a bid in the amount of \$3,500 to remove and replace the approximately 21 feet by 21 feet concrete patio at the right side of the building (343 Dominion).

American Decorating Proposal to Paint Metal Caps

Dave Griffin moved to accept the proposal by American Decorating to prepare and paint the metal caps and bands on the exterior of 8 buildings at a cost of \$57 per building for a total of \$456. Preston Marks seconded the motion. The motion unanimously passed.

Masonry structural crack at 472 Dominion

Preston Marks move to accept Nationwide Waterproofing Company's proposal to grind out and tuck point a 10 foot long structural crack on the top of the building for \$300. Fred Latzke seconded the motion. The motion unanimously passed.

341 Dominion Drive

A discussion took place about repairs to 341 Dominion. No vote was taken.

Late Fees

Terry Sopko moved that the Association waive the \$25 late fee for James Smith at 331 Dominion. Dave Griffin seconded the motion. The motion passed unanimously.

Terry Sopko moved that the Association waive a \$10 charge for Daniel Temkin at 333 Dominion. Dave Griffin seconded the motion. The motion passed unanimously.

Dave Griffin moved that the Association waive the \$25 late fee for Pate and Nancy Phillips at 321 Dominion. Terry Sopko seconded the motion. The motion passed unanimously.

ADJOURNMENT

Preston Mark moved to adjourn the meeting to executive session. Terry Sopko seconded the motion. The motion unanimously passed.

Dave Griffin, Secretary