

Lagoon Board of Directors Meeting Minutes September 9, 2011

CALL TO ORDER

The meeting was called to order at 5:00 pm on September 9, 2011 in the Lagoon Townhomes Clubhouse.

Directors in Attendance: Greg Rosin, Sue Gunn, Dana Holland and Michele Regis; Bill Tolbert was present by conference call. A quorum was present for voting. Sue Gunn chaired the meeting.

Homeowners in Attendance: Jeanette Saylor (734A), Nancy Peterson (758A)

Other Attendees: Travis Henslee & Melissa Henslee (Lagoon HOA), Kelly (Summit Bookkeeping), Doug Swinger (adjacent property owner)

HOMEOWNER/ATTENDEE CONCERNS

Doug Swinger attended the meeting to discuss the fence along the west side of the lagoon. Last year the HOA rebuilt a section of this fence. At the same time the fence was extended to protect the lagoon from nonresident use and block it as an attractive nuisance. However, Mr. Swinger shared that the fence is now blocking his contractor from their snow storage area. Travis had previously proposed that the HOA would have a gate built for \$1750. Mr. Swinger agreed and the board took the matter to vote.

By a motion duly moved, and seconded, the following resolution was approved by a unanimous vote:

Resolved: *The Swingers will pay the HOA \$1750 for the cost of materials to build a gate in existing fence.*

The board also ensured that Mr. Swinger's snow removal company has liability insurance and will cover any damage to the gate or fence from snow removal.

Jeanette Saylor attended the meeting to request a different color be used in her common hallway. After a brief discussion with the board members, it was determined that homeowners can repaint to a color of their choosing, as long as homeowners of shared spaces agree, at their own expense.

Jeanette also informed the board that the newly painted door that exits to the lagoon area is sticking. Travis said he would address her concern and encouraged her to call and open a work order for issues as soon as they arise.

Jeanette also expressed concern about wing walls on her building. Travis said that he has a proposal to present during the operations portion of the meeting.

Nancy Peterson attended the meeting to voice her concerns regarding a plan for additional parking spaces in the areas west of Lagoon Drive. However, the Board clarified that there is no such plan. The board assured her that homeowners in the area would have the opportunity to provide input should such a plan be undertaken.

RATIFICATION OF MEETING MINUTES

The August minutes, which were previously posted on the website, were unanimously ratified by all board members.

FINANCIAL REPORT

Kelly reported that other than an overage in contract labor, the HOA's financial position for August is as expected. She is to research the contract labor account to determine charges to the account and reasons for the overage.

Sue said that the last check she wrote to the HOA for August dues was not reflected in the accounts. Kelly is to research her account to find when and where the payment was applied. A discussion followed regarding the timeline for receipt and posting of dues checks. It was verified that checks and invoices are received by the office and delivered to the bookkeeping office for deposit at least twice a week.

In a discussion regarding the foreclosure units, Kelly informed the board that she and Mike would like to wait another month before writing off any past due amounts. If the accounts are settled over the next month, the settlement could still be reflected in last year's year-end records.

Two other accounts are reaching \$1500 in arrears at which point a lien is typically filed. The board informed Travis that no in-unit maintenance should be performed for units this far in arrears and their amenities privileges should be suspended.

Regarding the company credit cards, they are under their limits and receipts have been supplied for charges. As a review Bill clarified that expense reports are to be reviewed by the employee's supervisor before being paid by the bookkeeping office. Jim White is to review credit card statements and corresponding receipts from Staff.

OPERATIONS REPORT

Insurance items resulting from the inspection are almost complete. The pool has been brought into Virginia Graham Baker Act compliance. Vac-alerts were installed on each hot tub and the cover to the main drain was updated. The fire sprinkler inspection was also completed for building 749.

A report from homeowners in 741 indicated a leaking water heater storage tank. Upon review it seems the tank was plumbed incorrectly and may not be necessary. Travis suggested that they remove the tank and wait to determine if the hot water demand is met before replacing the \$7,000 tank.

By a motion duly moved, and seconded, the following resolution was approved by a unanimous vote:

Resolved: *The water tank will be removed in building 741 and the system re-plumbed. Travis will follow up to ensure hot water demand is met.*

Travis shared the bid of \$3,440 for wing wall repair with the Board. After a brief discussion referring to previous knowledge regarding the wing wall repair, the board voted to have the work completed as bid. Travis also stated that once the work begins, additional services agreements may be required as the scope may change.

By a motion duly moved, and seconded, the following resolution was approved by a unanimous vote:

Resolved: *The masonry work is authorized at current bid prices.*

Jeanette indicated that the brick on their deck is separating near the sliding glass door. Travis said that since personal areas cannot be seen from a common area walk through, it was not included in the bid. He advised her to open a work order for the issue so it can be inspected.

In response to a question regarding heat tape, Travis indicated that all heat tape has been inspected pre-season and is working properly. Sue requested that heat tape be installed on units 701 and 703 and that it be tied into common elements, as it is in other buildings. Travis will get bids and submit to the board via email.

Travis shared that he installed another sonar unit in the pool house to deter bats. The board directed him to remove the bat houses after bat season subsides in about six weeks. The bat houses will be replaced with sonar units.

A Work Application Letter to extend the deck on unit 758C was reviewed. Historically any request change to the outside of the units/buildings has been denied to preserve the uniformity of the complex. Based on this, the request was denied. However, changes to building appearance can be addressed at the Annual Meeting.

The Operations Report is recorded in its entirety at the end of the recorded Meeting Minutes.

OLD BUSINESS

Per discussion at last month's meeting, Travis confirmed a new truck has been purchased with a straight-edge plow. The truck is currently in service for installation of the plow.

Maintenance has been performed on the roofs, with a three year warranty. Following a discussion regarding the roofers not properly securing themselves on the rooftops, Nancy Peterson presented the board with pictures as an example. The Board encouraged Nancy to address such safety concerns as soon as possible and not to wait until the Board meets. However, another homeowner did report it during the work process. Travis responded immediately by halting work until proper safety precautions were followed.

The Board discussed future meeting schedules and board meeting frequency. The date and time of the next Board meeting was set for Saturday the 12th of November at 4pm.

ADJOURNMENT

Meeting adjourned at 7:35pm, at which time the Board went into executive session.

Manager's Report

PERSONNEL

- No new information.

COMMON FACILITIES

- Pool
 - Thorough weekly cleanings completed on Mondays in addition to regular daily cleaning.
 - Continuous work on H2O2 pumps.
 - Replaced the igniter in the boiler.
 - Replaced filters in de-humidifier.
 - Looking into bat presence; installed another "yard guard".
- Fitness Center / Tennis Court
 - Seeking used weight equipment in response to discussion at annual meeting.
 - Installed new, readable signage.
- Amenities Common Room
 - Cleaned weekly.
- General
 - Worked on resolutions in response to insurance inspection recommendations: signage for lagoon, 749 sprinkler inspection and VGB pool compliance.

GROUNDS MAINTENANCE / SNOW REMOVAL / WEATHER

- Vehicle Maintenance
 - Purchased additional plow truck.
- Grounds
 - Planted trees to provide screen along south side of Lagoon Drive.
 - Continued watering of new plants and sod.
 - Completed mowing and watering on Thursdays.
 - Met with Mr. Swinger to discuss fence/snow removal issues.
 - Pulled false chamomile.
 - Removed broken benches from lagoon area.
 - Treated all plants for bugs.
 - Cleaned asphalt areas.
 - Working on "you are here" sign replacements for property.
 - Cleaned 15 gallons of trash from the property.

COMMON BUILDING ELEMENTS

Common Elements of Buildings

- Common Hallways
 - Finished painting.
 - Inspected and replaced kicker fan screens as needed
 - Installed new doorstops as needed.
- Building 749
 - Repaired 4 bad valves and flushed system, replacing with 30% glycol.
 - Door had been wired wrong previously burning out the new control board; Altitude Garage Door fixed the issue.
 - Repaired trash bin lever.
 - Painted stripe on step going into garage in response to a tripping complaint from a resident; also changed lights to assist with view.
 - Patched concrete in front of bldg.
 - Performed deck maintenance, except for unit 3A, which would not allow access.
 - Installed shelving, textured and painted laundry room.
- Building Maintenance/Repair
 - Had all roofs inspected; loose screws tightened.
 - Tightened loose gutters throughout complex.
 - Mounted boiler inspection certificates on all common boilers.
 - Began deck maintenance on buildings along Meadow Creek entrance.
 - 754B – wing wall repair at homeowner’s request.
- Shop
 - Continued working to organize and clean the shop and storage areas.

FUTURE PROJECTS – ongoing work

- Grounds
 - Rent stump grinder to remove stumps.
 - Install two more flower beds at the request of homeowners. (next season, too late)
 - Plant more trees at property line at south end of Lagoon Drive.
- Clubhouse
 - Replace broken blinds in clubhouse
- Pool
 - Research paint/seal that would work in the pool house environment to brighten up and update the overall appearance and look of the facility.
 - Install an operational 44,000 BTU fireplace in the pool house.
 - Install a v-rustic ceiling using rough cedar in the pool house above the hot tubs to resolve the bubbling seal issue in current roofing texture.
- Replace all necessary railing on the decks using either redwood or cedar; painting as necessary.

ITEMS IN GRAY COMPLETED

- 749
 - Replace 7 ballasts.

- Complete paving of the trail between the pool house and building 754. Pour concrete on stairs near shop.
- Texture and paint laundry room.
- Patch wall on level two – behind door outside elevator.
- Patch torn carpet outside 2C and between 2C & 2D.
- Redo warning parking sign for garage and all stairwell floor entrances.
- Wall Door stops for stairwell entrance doors.
- Re-attached outside/emergency exit carpet
- Repair lock on levels 2 and 3 on emergency exits – check to find remaster
- Plaster and paint garage entrance
- Re-stain retaining walls, replace ties where needed
- Repair lattice on porch
- Repair dryer vent next to lean-to roof
- Replace gutter runoff
- 704 Parking lot
- 704 Outside
 - Repaint doors
 - Replace lean-to common entrance in back
- 704 (A-B) Common
 - Repaint door
 - Replace sign re: keeping the door closed
 - Replace sign re: lighting
 - Clean garage entrance doors
- 704 (C-D) Common
 - Clean and repaint door
 - Replace sign re: lighting
 - Clean garage entrance doors
 - Doorstop for back entrance door
- 724 Outside
 - Re-stain ties and steps
 - Repaint doors to hallway
- 724 (A-B) Common
 - Clean and repaint door
 - Replace kicker fan grill
 - Touch up paint
 - Clean garage entrance doors
 - Repaint back entrance door
- 724 (C-D) Common
 - Clean and repaint door (front)
 - Repaint walls
 - Re-texture water damage below fire alarm
 - Clean garage entrance doors
 - Repaint back door entrance
 - Replace back door kicker fan grill
- 720 Outside
 - Repaint entrance doors for common hallway

- Consider resurfacing concrete outside garage doors
- 720 (A-B) Common
 - Clean and repaint front door
 - Repaint walls
 - Wall mount door stop needed behind front door
 - Clean garage entrance doors
 - Repaint back doors
 - **Repair trim**
- 720 (C-D) Common
 - Clean and repaint garage door entrance and main entrance
 - Repaint walls
- 716 Outside
 - Clean and repaint outside entrance doors
- 716 (C-D) Common
 - Clean garage door entrances
 - Install door stop behind back entrance door
 - Clean and repaint front and back doors
 - Repaint walls
- 716 (A-B) Common
 - Clean and repaint both doors
 - Repaint walls
 - Clean garage door entrances
 - Door stop needed behind back entrance door
- 708 Outside
 - Clean and repaint common entrances
- 708 (A-B) Common
 - Clean and repaint front and back doors
 - Clean garage entrance doors
 - Repaint walls
 - Back door stopper needed
- 708 (C-D) Common
 - Clean and repaint front and back doors
 - **Repaint walls**
 - Clean garage entrance doors
- Dumpster in 704 lot
 - Repair hinge on door
- 731 Building
 - Repaint outside unit B entrance on trim
- 737 Building
 - Consider repainting parking lines in guest parking
- 762 Outside
 - **Replace landscaping ties**
 - Fix gutter over C unit garage

- 766 Outside
 - Replace gutter spout next to B unit
 - Replace fence next to B unit
- 753 Outside
 - Re-stain tie steps
- 730 Outside
 - Replace missing outlet cover
 - Repair gaps in brick wok by C garage
- 730 (A-B-C) Common
 - Texture in entry way
 - Cover nails in entry
 - Install doorstop
 - Caulk around firebox
 - Clean and paint doors
 - Replace hall light
 - Texture back entry by door
- 734 Outside
 - Repair brick ledge outside C unit
 - Spigot cover
 - Fix split wood trim (outside)
- 734 (D-E) Common
 - Repaint doors
 - Texture entry
 - Replace entry light
 - Repair gouge in wall, upper landing
- 734 (A-B) Common
 - Texture entry
 - Repaint doors
 - Repaint walls
- 738 Outside
 - Paint garage trim
 - Grout brick near dryer vents
- 738 (A-B) Common
 - Repaint doors
 - Patch and texture entry
 - Caulk around firebox
 - Caulk in wall & tape joints
 - Touch-up paint hallway
- 738 (C-D) Common
 - Repaint door
 - Repaint walls
 - Patch and texture entry
 - Consider new carpet for stairs
 - Install new outlet for top landing
 - Texture ceiling
- 738 (F-G) Common

- Repaint doors
- Patch and texture entry
- Repaint walls
- Texture top landing ceiling
- Patch around gas line, back entry
- 742 Outside
 - Paint garage trim
 - Repair garage brick
 - Repaint doors
 - Paint back decks
 - Replace spigot cover

- 742 (A-B) Common
 - Paint garage trim
 - Repair garage brick
 - Repaint doors
 - Paint decks
 - Replace spigot cover
- 742 (A-B) Common
 - Patch entry stairwell
 - Paint touch-up
 - Paint doors
 - Replace dead bolt stick plate
- 742 (D-E) Common
 - Repaint doors
 - Texture entry, door stop area
 - Install kicker grills
 - Repaint walls
- 750 Outside
 - Paint doors
 - Paint garage trim
 - Paint back doors

UNIT WORK

- 749 – Courtesy toilet repair
- 739 – GFCI switch issue
- Replaced meter & regulator behind shop
- 741E – furnace repair
- 749-3D – zone repair
- 749-1E – zone repair