

# Sunset Road Condominium Board of Directors Meeting Notes

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Quarter 2 Board of Directors Meeting 04.05.2017

Meeting called to order at 6:08 pm.

Present were Donna Maier, Jesse Waldner, Carrie Wojner, Megan Leberak, Kiersten Mohlman and Don Dorsan.

## **Unfinished Business**

Parking Lot Sealing: Don will be following up on this. Need to obtain some bids on resealing.

Laundry: Don has taken care of the invoice from the old laundry machine vendors (they attempted to invoice us for the month the machines were disconnected but not picked up). Washing machines are being overloaded. Unit Owners caught overloading the machines will be issued a warning, and then fined if it occurs again.

Boiler Maintenance: The leak from Pump 2 has been repaired and the second boiler is now functioning again. Bearings are leaking a bit of oil, but we will watch to ensure there is no further leaking that is of concern. It was noted that there is a SIGNIFICANT amount of corrosion on a main line pipe that has been leaking and that should be repaired before it bursts and causes water damage to the utility room (and loss of water pressure in the boiler unit, which would cause loss of heat). Don will have this looked at and anticipates less than \$500 to repair.

Hot water heater flush: Units are no longer experiencing brown water since the hot water heater flush. Maintenance man suggested we flush the heaters annually. Don will add that to the maintenance schedule.

Utility Room Clutter: There are vertical blinds in one of the utility rooms. These will be thrown away in one month if no one claims them. Donna will clean out painting materials.

## **New Business**

Cleaning Schedule Not Working: Kiersten e-mailed all unit owners in January to inform of the newly adopted rotating cleaning schedule. It appears that some are not heeding the requirement to clean during their assigned month as no cleaning was done on the 360 downstairs side for the months of February or March. It is your responsibility to arrange for someone to clean for you if you cannot during a given month. Therefore, effective immediately we will be enacting fines for non-compliance and a formal notice was issued on 04.17.17 to all owners.

- If any cleaning is not completed, a warning will be issued.
- If the cleaning is not completed within 5 business days, a fine of \$100 will be assessed.

Laundry Room Cameras: Don and Kiersten will be researching the cost to install security cameras in our laundry rooms. We are unsure if this option will be pursued at this time, just looking into it to determine cost/benefit. If we go this route, the cameras would provide:

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- 1) Evidence of the unit owners cleaning per the posted rotating cleaning schedule.
- 2) Resolve for laundry room cleanliness issues (“if you make a mess, clean up after yourself” will now be enforced by warnings and ultimately, fines as we will be able to review the footage and determine who made the mess that wasn’t cleaned up).
- 3) Protect the HOA from laundry machine damage issues that are caused by users overfilling the machines. Anyone found to be overfilling the machines will be assessed a fine, as well as the bill for the repairs.
  - a. If you have questions on how to properly do your laundry, here’s a tip: the washing machine should only be filled 2/3 full with clothing and items should not be packed tightly into the basin.
  - b. DO NOT wash items like life vests, pillows or comforters in our machines. Those and other large items should be taken to the LAUNDROMAT and washed there in a high capacity machine.

Boiler Monitoring Device: Don will look into a monitoring device that monitors the boilers and their status. This device would alert us to problems in the boiler room and would be a relatively cheap way to be quickly informed when/if a boiler goes down or is malfunctioning (would be good to have since we found one boiler was completely non-functional when investigating the pump leak).

Maintenance Man: Don has been looking into securing a maintenance man for the SRCA building. As soon as we have one secured, we will have the indoor entryway lights that are flickering/burnt out repaired.

Roof of 340 Garage: Don is going to ask the new maintenance man (once secured) to look at the garage roof. There’s wind damage from a recent storm that lifted up many shingles and Jesse reports that it’s so bad that even the sheathing and trusses are getting soaked with rain. We are also looking into it with insurance to see if we need to file a claim. We are also soliciting bids to have someone professional analyze the roof and determine if we can patch the affected location, or if a full re-roof needs to be done. We’re hoping just a patch is possible.

Lawn Care: SRCA has selected C&J as the lawn care vendor this year. They are overall a bit cheaper than the other bids we received, and they have done a fantastic job with the snow removal so we expect them to be just as great with lawn maintenance. We will likely go with less fertilizer applications this year so that we don’t have to cut the grass as often.

Past Due Accounts: There is currently 1 owner who is past due in excess of three months. Those who are past due on their HOA Dues will be assessed a late fee (and/or NSF fee if their check is returned) and interest. A lien will be also filed on their property at the end of the month if dues are not paid to current.

Parking Lot: Carrie would like the addition of a concrete slab that holds the dumpsters off the parking lot. Don will look into the pricing. Jesse said that Home Depot has them for around \$50 a piece. Don will also contact the garbage company to complain that they’re not putting the dumpsters back where they should be (off the concrete).

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Window/Sliding Door Request: Carrie would like the Board to consider allowing her to place non-standard windows (that don't have the same appearance as all the others) in her unit. The Board deemed that the Rules need to be followed, and similar windows need to be installed because we need to have a uniform, cohesive look to the building.

Donna moved to adjourn. Carrie seconded.

Meeting adjourned at 7:03 pm.