CAMPUS WALK HOMEOWNERS' ASSOCIATION BOARD OF DIRECTORS MEETING MINUTES

DATE: January 10, 2013

TIME: 5:00 p.m.
PLACE: Study Lounge

CALL TO ORDER:

The Meeting was called to order by President, Donna Catalano at 5:05 p.m.

ROLL CALL:

Donna Catalano, President Daniel Bloss, Secretary

Dick Carter, Treasurer

ABSENT: Pam Farris, Jeff Lascala

Management

Representative: Debbie Tolton

QUORUM: (3)

A quorum must be present to conduct a lawful meeting. Quorum was established with three (3) Directors in attendance.

GUEST SPEAKER:

Representative from Nautilus - Cliff Burns

- Reviewed status on current water penetration to units. Unit 233 appears to be caused by cracks in the ductwork; however still under investigation; Unit 133 may be possible plumbing issue.
- Mr. Burns will forward a copy of the warranty.
- Close out package will include maintenance program, cleaning schedule. May want to consider an annual or bi-annual maintenance program.
- Addressed expressed concerns with ponding of water. In an effort to eliminate preinstallation ponding conditions, a number of new drains were installed during the project.
- Forwarded the pictures to Manufacturer (Versico) who confirmed those areas will not impact the performance of this roofing system.
- Final inspection for Manufacturer's Warranty is yet to be scheduled. Will advise date and time, but cannot guarantee much advance notice.
- Final inspection with Nautilus, Cadden and Board member(s) will be scheduled once the Manufacturer's Warranty has been issued.
- The Association may want to hire and third party independent engineer to inspect roof.
- All sleepers were replaced as part of the project. 4x4 treated wood.
- Air ducts are the responsibility of the homeowners to maintain. Roofers sealed the area where the duct meets the roof. Manager to advise homeowners of this.

• Mr. Burns assured Board that Nautilus will be available to assist with diagnosing any issues that may come up.

HOMEOWNERS' INPUT / ATTENDANCE:

- Vince Catalano Unit 134
- Suzette Avetian Unit 227

**** Board convened into Executive Session (scheduled hearings)

Board resumed regular session at 6:25 p.m.

APPROVAL OF MINUTES OF LAST MEETING:

 A MOTION was made to approve the Minutes of the regular Board Meeting of November 15, 2012. Motion was seconded. Motion passed unanimously.

TREASURER'S REPORT: Dick Carter

November Balances:

Operating (US Bank)	\$ 9,953.95
Petty cash	\$ 100.00
Reserve (US Bank)	\$ 56,650.04
Reserve (Mutual of Omaha)	\$201,346.96
Delinquent Fees	\$ 9,889.53
Prepaid Fees	\$ 7,012. 44
Unpaid Bills	\$ -0-

December Balances:

Operating (US Bank)	\$ 10,939.91
Petty cash	\$ 100.00
Reserve (US Bank)	\$ 62,071.38
Reserve (Mutual of Omaha)	\$201,389.71
Delinquent Fees	\$ 11,729.53
Prepaid Fees	\$ 7,872. 44
Unpaid Bills	\$ -0-

- A **MOTION** was made to accept the Treasurer's Report for the period ending November 30, 2012 and December 31, 2012. Motion was seconded. Motion passed unanimously.
- Mr. Carter requested that manager provide spreadsheet comparing actual of 2012 vs. 2011.
- We need to be diligent with expenses; in 2012 we were over in utilities, 2013 will be a challenging year.
- 2012 Performed better than budgeted.

RATIFICATION OF EXPENDITURES UNDERTAKEN ON BEHALF OF HOA:

■ A **MOTION** was made to ratify expenditures of \$43.61 paid by Cadden Management on behalf of the HOA in December 2012. Motion was seconded. Motion passed unanimously.

MANAGER'S REPORT:

The Board of Directors reviewed the written report of Manager's action items.

- Shared incident concerning unit 106.
- MOTION: to approve \$75.00 charge for Association Manager services on December 27, 2012 to address water situation at Midnight. Motion was seconded. Motion passed unanimously.
- Mr. Bloss requested in future, Manager to send email to Board advising of this type of situation.
- Received pricing from Nautilus on the two areas of concern: Wood paneling by units 137/237 - \$1,410.00 and window well for unit 229 - \$545.00. Bids will be forthcoming for the Board to review.

ITEMS AS WARRANTED:

- ARC Request Unit 106 installation of security door (sliding glass door). Tabled.
 Laundry Room (proposal submitted) Further discussion tabled until February meeting.
 Representative will be in attendance to answer all questions.
- New agreement with Burns Pest Elimination changing service to every other month was signed.
- Addendum Cadden Community Management "Scheduled B" On- Site personnel wage revised to reflected deduction of coverage.

NEXT MEETING DATE:

The next Board meeting to be held on February 13, 2013 at 5:00 p.m. in the Study Lounge.

ADJOURNMENT:

■ **MOTION**: to adjourn the regular business meeting at 7:15 p.m.

Respectfully submitted by: Debbie Tolton, Minute Taker / Association Manager