

Waterpointe I HOA

Board Meeting

January 14, 2017

Executive meeting notes:

Attending: Leon Anziano, Tim Miller, Margaret Howell, Steve Boheler and by phone Rick Heiges

Topic 1: Discussion and review of McKensey Property Management (MPM) contract. The contract is in year 1 of a 3 year term. The contract outlines general duties of performance and fees. Fees are not defined in the contract and Steve Boheler requested documentation of the agreed upon fees. The contract has cancellation clauses but typically need to be for cause.

FOLLOW-UP: Better, define the duties of MPM. A list of duties and periods will be developed.

Topic 2: There is Directors and Officers Insurance for the Directors and management.

FOLLOW-UP: Leon will get a letter from the insurance company to each Director to outline the coverage.

Topic 3: Review of the year-end non-audited financials. Overall, they look very good and in order. Expenses were less than **budget and \$40,000+ was placed in the investment account.**

FOLLOW-UP: 1. Get an electronic (excel) copy of the financial details to Margaret. Complete and give to Margaret later that day by Tim. Complete

2. Tim to have Tammy to get bank and investments account to add Tim Miller and Margaret Howell added as signers. Tim talked with Tammy on this. We may have to be there in person, Tammy is checking on the process.

Topic 4: Review of the Building and maintenance committee. Cliff developed and is working with Steve on a 5-year capital plan for maintenance. The prior board started one and the current board is reviewing and making recommendations. Other items discussed:

Discussion on electronic doors and what would work best. Steve and his team are investigating and will experiment with technology on one door to see how the electronic locks hold up to the beach environment.

Recent water penetration problems were discussed. We need a better communication process on repairs and the follow-up work.

FOLLOW-UP: 1. a work order form is needs to be developed and used for all potential repair work or owner problems. Steve and committee to develop

2. A 5-year capital plan will be reviewed at the next BoD meeting.

3. A Daily, weekly, monthly, quarterly and yearly task list needs to be developed for MPM. This will be used to make sure duties and task our well defined. It was agreed Steve and the board would develop this before the next Bod meeting. As part of that, we will ask MPM to escort pest control person monthly in all units. While in the units, a checklist will be reviewed for any causal maintenance needs. As an example: water leaks are present, water is running continuous, potential electrical issues, etc.

Topic 5: Discussion of past due account and development of action plan. Only two units are behind.

Topic 6: Discussion of new lights that have been bought but not installed. Electricians appear to be busy and have not given quotes. Steve to get three quotes on the project and have the final recommendation approved by the BoD. **Complete: Steve provided quotes from certified electricians and the lowest bid was accepted on 1/25.17.**

Topic 7: By-laws, Tim to head this committee and start a draft of the by-laws with the suggested changes. This should start soon as we will go through much discussion on the board and it must be reviewed by legal.

FOLLOW-UP: Margaret said she has a word copy of the by-laws and will send to Tim. Tim will start using word tracking so all can provide input. It is our desire to have a review and the next BoD meeting. DONE

Topic 8: Electronic voting was discussed and agreed it is a good idea. Several companies offer an association-voting program. We will test one before the next meeting.

FOLLOW-UP: Tim to set up a test vote with one company for the BoD to try before the next meeting.

Topic 9: Communications committee has not met yet. Margaret will lead this and develop a communication plan. Transfer of ownership of the Website to WP1 is needed. Newsletter is being drafted and will be submitted and sent to Leon for final review.

Topic 10: The BoD was asked to review a water penetration issue in one condominium. The BoD concluded it was not caused by common pipes but by another owner pipes. The responsibilities for repairs fall on the two owners.

FOLLOW-UP: Leon to communicate to the owners.

Topic 11: Questions from owner who over paid on the new camera system but have not been reimbursed. Tammy knows who these are and have sent checks to them.

FOLLOW-UP: Tim to communicate with the owner who asked the question. Complete

Topic 12: The parking committee developed a recommendation on to handle parking in the future. The committee did a very nice job and cleared up some confusing topics.

1. We are “Grandfathered” in on the number of parking spots we have. The city agreed we are fine.
2. The city says we are Ok are handicap parking. We are checking other groups to make sure we are in compliance. We would like to have a van accessible parking space if possible.

FOLLOW-UP: The Bod to review and send thoughts to Steve who heads that committee. At this time, several people had provided feedback. This will be a topic for decision at the next meeting. A copy of their report is attached (attachment #1).

Topic 13: What can the BoD or the Association requires and or performs on inspections. Today, we do not have an inspection plan. We think it is wise to do inspections on all units for things like; electrical, dryer vents, balcony repairs, bed bugs, mold, etc. This would be for the good of all owners and the safety of the building.

FOLLOW-UP: The BoD to discuss do we have the “right” to do this. We think we do, as these are all safety issues. The key question is; if we fine problems, can we force owners to pay for repairs if it is not in common areas.

Topic 14 – Margaret is working on a budget price for heating and ventilation of the indoor pool area.

Topic 15 – There was a report on 1/4/17 that water could be heard dripping in the walls of unit 304. The incident was reported via e-mail at approximately 9:00 AM. Steve reported that he contacted Tammy at approximately 5:30 PM. He was told that Terri had inspected the units above 304 at approximately 3:00 PM and did not find an issue. On 1/5/17, Watershed located a dripping shower in 504, which resolved the issue.

After the executive meeting, the BoD held a formal meeting with some of the owners. The above topics were discussed and outlined. During the BoD, meeting owners brought up other issues to be considered in our prioritization of projects.

New topics from owners present:

- Owner asked about the possibility of staggering the hours of operation for MPM in the office.
- Is it possible to have access to all owners’ keys in case of emergency? The by-laws require this. Can we find a better way (Key Box, the BoD will look into this.
- Tammy reported that Chris Shelly is the maintenance man for MPM.
- All Owners should be informed to notify both a BOD member and MPM immediately of any safety or security issues.
- Steve Boheler encouraged all Owners to submit repair issues to waterpointe1.building.grounds@gmail.com so that the committee can track issues.

- It was reported that some of the water shutoff valves in the units do not work. These should be inspected and repaired.
- Owner reported that mold was found behind a fireplace, which was removed. It was cleaned prior to the installation of a fireplace insert. Later the insert was removed and the mold was back. The BOD needs to address this issue.

At the conclusion of the BoD, meeting the Board walked the property with MPM. Comments on the walk:

1. Parking lot 3 is not used much by owners. We let the Summit park there occasionally and sometime (bike week) we are paid. If we continue this, we will have a written agreement. The parking lot is in fair condition, but no work will be done at this time.
2. Parking lot 2 was revived. It was thought a major project and repair would be needed this year. Upon review and with a recommendation from the Grounds committee we should be able to batch, seal and paint, thus postponing major investments.
3. The front of the building ends were sealed and painted. The owners paid for it. Unfortunately, the rest of the front was not sealed at the same time and does not match.
4. The Ocean side of the building is past due on repair and sealing. Tammy pointed out holes in the wall that need repair. This side is in major need of investment, which could be over \$125,000. The Building and grounds committee will be asked to address this need and provide feedback and potential costs. Steve asked Tammy to get a budget price from DR Moore before the next BOD meeting.
5. At the BoD, meeting the owners asked us to look at the ocean side landscaping for improvement. It was agreed we could improve. Many options from adding sod, to changing to a natural landscape to expanding the deck were discussed. We agree we cannot invest heavily in the area but due need to make it look nicer before the rental season.

FOLLOW-UP: Margaret has started to get quotes from landscapers. This will be reviewed and prioritized at the next meeting.

Attachment A:

Waterpointe 1 Parking Committee

Meeting Minutes 01/14/2017

- 1) Attendees: Steve Boheler, Randy House, Debbie House, Wayne Wright, Ken Schafer, Moshe Levi
- 2) Steve asked for volunteers for chair and secretary positions.
 - a. Chairman Debbie House
 - b. Secretary Randy House
- 3) During October 2016 HOA, meeting it was announced that funds have been earmarked for parking lot paving. Leon Anziano (HOA President) asked Makensey Property Management's Tamela Marion for an update on estimates. Tamela Marion indicated that there was only 1 estimate at this time and it was in the amount of \$55,000.

The following summarizes the Waterpointe 1 Parking Committee (WPPC) discussions, conclusions, and recommendations regarding parking lot improvements.

DISCUSSION POINTS:

- a. WPPC requested from MPM a copy of estimate, MPM indicated that there was no estimate.
- b. WPPC discussed the condition, cracks, minor crumbling, some holes, and fading.
- c. WPPC concluded that the current condition does not warrant the expense of replacement.

RECOMMENDATION:

WPPC recommends patching, crack sealing, reseal, and restriping of lot #2.

WPPC recommends creating entry/exits at the west end of lot #2

WPPC recommends the following aesthetic improvements.

- Mulch center strip
- Clean up/beautify the grounds surrounding parking lot entrances.

- 4) WPPC would like if the regular use of lot #3 by other buildings is covered by contractual agreement and if not why are they permitted to park there?
- 5) Parking Spaces. Based on months possibly years of discussion regarding parking spaces the following was reviewed and discussed.
 - a. Master Deed states that no owner can be assigned sole use of any common areas
 - b. MPM previously indicated they were contacted by city stating we needed additional handicap spaces and that there had been complaints raised with the city by renters.
WPPC followed up with building inspector and zoning department. At this time, there have been no complaints made and none on file.

RECOMMENDATION:

WPPC recommends based on conversations with city inspectors and zoning department to take no action regarding handicap parking at this time.

WPPC recommends employee parking be striped & designated as 30 minute unload/load zones.

WPPC recommends employee parking in lot#2 with appropriate signs to reserve as such.

WPPC recommends the 4 spots located to sides of front entry be striped & designated compact only

WPPC recommends the 4 spots adjacent to building on south side be striped & designated owner

WPPC recommends that owners be provided with window stickers (peel on/off material)

WPPC recommends that renters/rental companies be provided with mirror hanging permits

WPPC recommends that property management have a supply for renters who need a permit

WPPC recommends discontinuing the current sign in for parking policy in lieu of permits

WPPC recommends requiring with supporting signage that oversized vehicle parking is restricted to

parking lots #2 and #3 only. Definition of oversized forthcoming.

WPPC recommends lobby signs describing/showing available parking and parking rules.

WPPC recommends property management conduct parking space study and present results in September

- record available spaces 3 times per day each day May through September
- data will be used to clarify our parking needs
- polling of owners who are present in summer indicates never having to use lot #3

WPPC recommends property management company actively enforce towing of unauthorized parking.

reviewed reviewed at the next meeting.