

Windgate Village

CONDOMINIUM ASSOCIATION BOARD MEETING
APRIL 8, 2019 | 6:30 PM | UPPER ARLINGTON PUBLIC LIBRARY-2800 TREMONT RD.,
MEETING ROOM A

REGULAR MINUTES

1. **Order:** Called to order at 6:31 by Cheryl Cochran.
2. **Quorum:** Members in attendance are Teresa Eigel, Karilyn Lacher, John Chovan, Cheryl Cochran and via telephone was Christina Provenmire. Nataleigh Dillon represented CPS.
3. **Committee Updates:**
 - a. **Parking Committee:** (15 minutes)
 - i. Discussion regarding towing procedures with the towing committee present.
 1. Give a courtesy citation for no pass in case they still don't know about the new passes. Committee to let Nataleigh know if they need more copies made.
 2. Teresa to create a google docs drive where we can upload photos of the cars that get the first citation, deactivated pass list, and main pass list.
 3. Fake passes will be an automatic tow.
 4. Deactivated passes will be an automatic tow.
 5. Remind owners that it is their responsibility to pass along info to tenants and the passes received in the mail.
 6. Nataleigh to send another eblast with this information, rules & reminders.
 7. The parking committee will have the code to tow. Nataleigh to send an email to the committee with phone number of company & tow code.
 8. Create a flyer for parking for the welcome packs for new owners on yellow paper.
 9. Get an estimate for a bright sign "Towing Strictly Enforced" to place at entrance.
 10. Get sign at Kings court replaced by towing company, it is damaged.
 - ii. Motion to adopt the official parking committee into action made by John. Cheryl seconded.
Motion carried.
 - b. **Landscaping Committee discussion- nothing new at this time.**
 - c. **New Owner Boiler Instruction Class Committee discussion-not active yet.**
4. **Minutes:** Motion to approve Regular minutes from December 3, 2018 meeting made by Teresa. Cheryl seconded. Motion carried.
5. **Old Business**
 - a. Energy audit update presented. The Board will take time to review this further.

- b. Confirm NEW CD with Morgan Stanley: \$88,000 invested into a 12-month CD maturing on 3/6/2020 and \$89,389.01 in a short fund investment. Motion to approve this transaction made by Teresa. Cheryl seconded. Motion carried.
- c. FHA renewal confirmed. Motion to approve the FHA renewal made by Cheryl. Karilyn seconded. Motion carried.
- d. 1831 Northwest Blvd. Fire Discussion
 - i. Gas lines submeter update presented. Motion to hire Spectrum Utilities to add submeters to the gas lines at each unit of 1831 Northwest Blvd. (6 units) made by Cheryl. John seconded. Motion carried.
 - ii. Reimbursement for increased electric bills. – waiting for the proposal from the owners then the Board will discuss. John will follow up with Unit F regarding this. 3 owners would be affected by this, the other 3 had reimbursements from Thompson Building Associates already.
 - iii. Reimbursement for gas bills during construction/furnaces hooked to individual gas line. Same here, waiting on proposal from the owners then the Board will discuss. 3 owners would be affected by this, the other 3 had reimbursements from Thompson Building Associates already.

6. New Business

- a. Taxes signed by President.
- b. Insurance expiration 4/15/19, New policy accepted. Motion to approve the new insurance policy with Community Association Underwriters (CAU)/ American Alternative Insurance Co. made by John. Cheryl seconded. Motion carried.
 - i. Umbrella Liability application completed
 - ii. CAU quote signed off on with \$2,500 deductible. Motion made by Cheryl. John seconded. Motion carried.
 - iii. CAU application initial & signed off on.
- c. Amendment finalized & mailing discussion- table for now until energy audit can be reviewed, and individual boilers are researched.
- d. Spring/Summer compliance- items to focus on per Board discussed.
 - i. Door specs finalized
- e. Additional recycling totes (\$8 per month each)- table for now and keep an eye on them.
- f. Owner communication improvement plan:
 - i. Spring newsletter items, email vs. mail newsletter- email to save money.
 - ii. Alliance bank fact sheet emailed out or put in newsletter-create and eblast.
 - iii. Minutes mailed vs. emailed to owners after Board meeting-email to save money.
 - iv. Eblast a summary of each Board meeting (Volunteer). Cheryl will work on one from this meeting.

- v. Utilize the eblast feature for on the spot updates & communication (volunteer)
 - vi. Send the annual meeting presentation via email discussion-send to owners
 - vii. Post annual minutes prior to approval discussion (mark as a DRAFT)- Motion to decline the request to post the un-approved minutes made by John. Karilyn seconded. Motion carried.
- g.** Owner forum to give suggestions to Board (in person, open meetings etc.)-need to discuss this more. Motion to continue with closed meetings made by Cheryl. Karilyn seconded. Motion carried.
- 7. Adjournment:** Motion to adjourn at 8:35 PM made by Karilyn. John seconded. Motion carried.