

Adair Estate Unit Owners Association
Executive Board – Minutes
Feb 10, 2022

Attending:

- Lou Locricchio
- Chris Casey
- Brian Mitchell
- Sandra Mendell

A. Assignment of Positions – By Motion (S. Mendell / B. Mitchell; approved - unanimous), the following individuals were appointed to serve the following Executive Board positions:

- a. President – Lou Locricchio
 - b. Vice President – Chris Casey
 - c. Treasurer – Brian Mitchell
 - d. Secretary – Lou Locricchio
 - e. Member at Large – Dan Marshburn
 - f. Member at Large – Sandra Mendell
- B. Assignment of Standing Committee Oversight – the following individuals were designated to represent the Executive Board on the following standing committees:**
- a. Landscape – Sandra Mendell
 - b. Maintenance – Lou Locricchio
 - c. Cash Flow – Brian Mitchell
 - d. Housekeeping – Chris Casey
 - e. Social – Dan Marshburn
 - f. General Discussion:
 - i. It was discussed that each committee leader should draft a document to summarize the key role and responsibilities of each committee.
 - ii. About maintenance, the current (known) issues are a lack of job description and the need to review the current housekeeper’s performance. Sandra said that Melinda and/or Carrie would know how to contact Desiré (sp?).
 1. Current cost is \$100 per visit, every other week.
 2. Concierge gets \$35 credit for each turn of the guest suite.
 3. There is unclarity about who’s cleaning what in the guest suite. Need better job descriptions.
 - iii. Guest Suite
 1. Currently charging \$50 per 3-night stay.
 2. **Motion (Casey/Mitchell, approved, unanimous) – to raise the guest suite rental fee to \$50 per night.**
 - a. Casey will get with Katlyn to find out who has reservations on the books. Existing reservations will be covered under previous rates.

iv. Social Activities

1. The Social committee will be run primarily by Sandra/Meg/Dan. There are a couple of simple things identified with the goal of encouraging social interactions among Adair residents, including:
 - a. Movies on the courtyard
 - b. Progressive dinners
 - c. **Action: Ask Dan to gather information and make a proposal.**

C. Treasurer explanation of assessment to unit owners for approved repairs

- a. B. Mitchell discussed how expenses for common areas and limited common areas are divided

D. Needed Common Area repairs

- a. Path between Mansion & Marshburn's
 - i. Brian has estimate; work is just over \$2,000
- b. Secret Garden area
 - i. Need more information from RuHO; Sandra will get info.
- c. Stanley Steamer Gym cleaning
 - i. Sandra has quote @ \$619 to deep clean the gym floors
- d. Other Drainage areas of concern
 - i. On hold for now; not enough specific information.
- e. **MOTION: (Mitchell/Mendell, approved, unanimous) – to approve work on Path between Mansion and Marshburn and Stanley Steamer Cleaning.** Other two items are on hold for further information.
 - i. Discussion
 1. There was a discussion about the recent work on the Mansion roof dormer. As Limited Common Elements, the roof and dormers are primarily for the use of those in the Mansion. However, the HOA would still be responsible for its prorated portion of the expense (15.7%).

E. Other Business

- a. New Parking area
 - i. The Board discussed options for a potential new parking area for guests.
 - ii. The problem: There is limited space for guests, who basically have to crowd in front of the Mansion.
 - iii. Options: There are a couple of options along the eastern driveway (from Ponce, near Potts) to add some spaces.
 - iv. The cost will be high for paved spaces. No quotes or estimates in hand at present.
 - v. No action taken at this time. Need further information from both the community and contractors.
- b. Community Website
 - i. The Board identified the Adair Estates website as badly needing a facelift. Casey suggested several improvements, including
 1. a private calendar to schedule/reserve the guest suite;

2. a private calendar to show social events;
 3. a private area for file downloads (e.g. HOA docs, Board agendas and minutes, etc.)
- ii. Casey will get with Joe Conway, who is likely in possession of information about accessing the current website.
 - iii. Casey will get with Alida Silverman for assistance in developing historical content for the website.
 - iv. Casey will take the lead on this.
- c. Role of Concierge
- i. Given that Katlyn will be leaving in June, the Board identified this transition as an opportunity to revisit the role and responsibilities of the concierge. Having a better definition of our expectations will improve the value of that position and enable the Board to make decisions about the concierge going forward.
 - ii. One potential action item is to ask Adair owners what they want or value in the concierge position.
- d. Rental of Concierge Apartment
- i. The Board discussed the pros and cons of raising the concierge apartment rate to reflect market rates. Higher rates would create a potential recurring windfall of revenue.
 1. Question: To whom does that additional revenue accrue? The entire community? The Mansion? Or does the HOA get 15.7%?
 - a. That's something to be discussed further. It's impacted by the role – (existence?) – of the concierge position.
- e. Mail Delivery
- i. The Board discussed the inconvenience of how mail is handled presently. Question: Should there be a community mailbox?
 1. The U.S. Postal Service is in control of the placement of any new, community mailbox, if that's the path to be taken.
 - ii. The mail problem is two-fold:
 1. It's a burdensome responsibility for a concierge who works full time during the day. Makes mail delivery delayed to late in the day. Sometimes means next-day delivery.
 2. It's also difficult for the concierge to get time away, given this daily responsibility.

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