

Adair Estate Owners HOA
Executive Board of Directors Meeting
April 19, 2022

Attending:

- Lou Locricchio
- Sandra Mendel
- Dan Marshburn
- Chris Casey
- Brian Mitchell

A. Review of Minutes, Feb 10 meeting

a. Approved.

1. Update on Oversight Chairs – Table for next meeting. Everyone will please work on their assigned work area. **ACTION: Draft 1-3 paragraphs to describe the duties of each chair.**

- a. Landscape
- b. Maintenance
- c. Cash Flow
- d. Housekeeping
- e. Social

B. Review and Discussion of Cluster Mailbox Proposal

a. Tough work is done. Selection of location was done by the USPS. Lisa Zawacki. We don't want the mailbox to be sitting in direct sunlight, to protect mail from excessive heat.

b. Issues of having a common mailbox:

- i. Must have access for owners with mobility and/or access limitations. The "horseshoe" location, near the "bird sanctuary" site.
- ii. Parcel space: There are a lot of packages coming regularly. Question: What if people don't pick up their packages on a daily basis?

c. SUGGESTION: Ask Lisa to brief Board on discussions w/ USPS.

- i. **ACTION: CASEY WILL SPEAK W/ LISA RE: QUESTIONS.**

d. **ACTION: TABLE ACTION UNTIL FURTHER INFORMATION GATHERED.**

C. Website Discussion

- a. Casey will send login info to all Board members, for them to beta test the site.
- b. Brian said send to swmfour@gmail.com (Shawn's email)

D. Insurance Issues, per Dan's email

- a. From Truist, in order to keep a HELOC in place, the insurance docs need to be updated. Right now, it just lists each unit as 1300 Ponce, with descriptions of each unit. It needs to show actual addresses. Dan has worked w/ State Farm and thinks they've worked out the declarations page correctly.
- b. Also need to document the total number of units to be insured. Should it be the fifteen (15) Unit owners, or should it also include the concierge apartment, and other common areas?
- c. Need to send State Farm an updated list of Board members.

- d. One future issue: Total limit of insurance coverage is roughly \$8.5M in coverage. Will need to revisit coverage in the future.
 - i. \$2,000 basic deductible might be too low. Consider raising that and dedicating reserves to cover the deductible.
 - e. **ACTION:** (a) To research options for raising the Basic Deductible. (b) Also, to clean up listing of individual units by address, not by descriptive name. Individual unit owners are responsible for their portion of the deductible. (c) To clarify coverages, i.e. is it just building shell, or plumbing and electrical.
- E. Oscar Roof Issues and Resolution
- a. Broken slate tiles on roof of townhomes. Lou said that Oscar didn't detail in his contract anything about tile replacement, as was done in past work (i.e. Mansion). But Adair HOA didn't note that in the current contract negotiations. Sandra said she saw workers walking across roof sometimes, rather than going down/up ladders.
 - b. Brian said that he can see broken tiles from his unit.
 - c. There are apparently (per Juan) about 300 broken tiles, at a rough cost of \$10,000 in tile damage. It's difficult to prove when tiles were broken: with current work, or pre-existing damage.
 - i. Andrew Darby, another contractor, is preparing a second bid. He says that you probably only need to replace 50 tiles, and can repair the remainder (aluminum underneath).
 - d. Dan said that historically, tile replacement is responsibility of the unit owner, with the HOA providing a supply of slates. This allows the HOA to maintain the consistent look of replacement slate tiles.
 - e. Oscar has said he doesn't think he's responsible. He knows that he didn't say anything pre-work about his responsibility (or lack thereof). But he seems to be holding that he's not responsible.
 - f. What do we owe Oscar?
 - i. We've already paid \$7,500 +/- . Balance is about \$15K (for painting).
 - ii. There were some workmanship issues, but they have since been resolved.
 - g. **MOTION:** Lou/Casey: HOA will pay for the roof repairs, with money to come from reserves. Work to be performed by Andrew Darby, pending receipt of his estimate.
 - i. Discussion: Deduct Darby's estimate from Oscar's pay. Oscar's argument will be that you have to expect tile damage.
 - ii. Oscar admitted that the crew he used was an interior cabinet crew.
 - iii. HOA went with Oscar originally because we expected him to stand by his work. (See HOA Board emails, 3/19/22)
 - iv. **ACTION: TABLE THE MOTION UNTIL BID RECEIVED FROM DARBY.**

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- h. Post-Meeting Follow Up
 - i. Lou negotiated a compromise with Oscar to split the costs, based on Darby's estimate. Oscar will pay 50% of the roughly \$3,000 repair costs, with the remainder paid by the HOA from reserves. Oscar remains in good standing as a contractor for the Adair Estate.
- F. Concierge Replacement
 - a. Kaitlyn is leaving June 1.
 - b. Goal is to get more income from the Concierge Suite.
 - c. Concierge responsibilities:
 - i. Scheduling
 - ii. Cleaning of suite – ON DEMAND
 - 1. Casey will talk w/ Desiree Biggs Re:
 - a. What notice would she need?
 - b. How much for on-demand cleaning?
 - c. How much per suite cleaning?
 - 2. Casey will look at adding cleaner to getting email notification from website as soon as a reservation is made.
 - 3. Mitchell will send to Casey the current lease agreement w/ concierge responsibilities.
 - 4. Motion: Marshburn/Mitchell: Casey & Melinda will interview candidate (Cathrine) re: new position. Casey will ask other Unit owners for candidates. Approved.
 - iii. **MOTION:** Marshburn/Casey: NEW RENT FOR CONCIERGE SUITE IS \$850.00/MONTH. Approved.
 - d. HOUSEKEEPING
 - i. Casey will look at potential professional cleaner for
 - 1. Mansion lobby
 - 2. Guest suite
 - 3. Gym/fitness center
 - 4. Garbage cans
 - ii. Action: Casey will review housekeeping responsibilities and if needed get quotes from cleaners.
- G. Update on security lighting
 - a. Mitchell said, they'll be here tomorrow.
 - b. Mitchell wants a second eye on lighting.
 - i. Casey offered Doug as a second eye on the lighting.
 - c. There will be three lights added; but there may be more needed down later.
- H. Partlett deck scrapes and damages
 - a. There was some damage, probably caused by Oscar's crew. Scuff marks on the deck flooring from the ladders.
 - b. As of today, the damage has been fixed to owner's satisfaction.

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I. Cash Flow

- a. Mitchell reported that we have just over \$30K in reserves. Goal is to maintain that level. Locricchio asked if we could get reserves up to \$50K. Mitchell said that FHA regulations require that the HOA set aside 10% of annual budget to reserves. But you can spend it each year, so long as you continue future accruals.

ADJOURN – 8:15 PM