

Adair HOA Board of Directors

April 11, 2023

Attending:

- Lou
- Dan – Via Facetime
- Sandra
- Chris

Chris brought the meeting to order, acknowledged the presence of a quorum and that the Board members had unanimously waived notice of this meeting.

A. Adair Financial Review – 2023-Q1

- a. As of March 31, we have \$33,262 in regular checking, with \$31,547 in savings. Year-to-date, our expenditures are within budget for Q1. There are no outstanding or overdue association dues. All expected voluntary contribution payments for the Small Courtyard sod are in-hand.
- b. Arrow Exterminating Double-payment update
 - i. By accident, two payments were sent to Arrow Exterminating, both of which were deposited. Arrow acknowledges the credit and has offered to either write Adair a check, or to carry the credit forward. The next scheduled service (December) would then be paid for already. The Board unanimously agreed that it would be OK to let the credit carry forward.
 - ii. It was confirmed that the current Termite Bond contract was not impacted by the payment situation.
- c. Check Fraud update
 - i. Wells Fargo has returned the roughly \$21,000 that was posted to the Adair account from a clearly fraudulent check.
- d. On-Site Check Deposit mailbox
 - i. We will need to replace the black mailbox that sits on the Mansion back stair landing. This mailbox is now leaking and damaging the physical checks that some Unit Owners place in that box.
- e. ACH / Wire Transfer options
 - i. We will look into ACH options and possible fees so that Unit Owners can send their payments (association dues, assessments, etc.) via ACH instead of physical checks. This will not only speed up the processing, but also it will reduce if not eliminate potential check fraud from stolen or lost checks.

B. Landscape Committee Update

- a. Budget Update
 - i. The annual Landscape budget is \$44,800. The current projected spend is less than \$1,000 over budget. However, there are expected savings in gutter cleaning (going from \$2,300 budgeted to \$1,200 expected actual). These savings will be applied to the tree work to be done in 2023-2H.

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- b. Crabapple Performance Update
 - i. Our new landscape contractor has thus far been performing well. They divide the Adair property into four quadrants for the major work, e.g. trees, mulch, etc. They then focus each week on a given quadrant, thus completing the cycle each month.
 - ii. Upcoming work includes seasonal pruning, application of pre-emergent, and similar work.
 - iii. Crabapple will be taking over management of the sprinkler system (at no additional cost).
- c. Miscellaneous
 - i. We are watching several shrubs on the property to see if they recover from this year's deep freeze.
 - ii. There will be some pressure washing to be done in certain areas of sidewalks. Walkway between Warren House and Small Courtyard, for example. At least two Board members have pressure washers to assist with this work.

C. Concierge and Courtyard/Patio Water Update

- a. We had a severe rain event a few weeks back that resulted in water intrusion in the fitness center as well as the concierge apartment. The water in the fitness center was easily cleared, given an all-tile floor. There has been an ongoing issue with water penetration in the subfloor of the concierge apartment. Water apparently flowed over the door threshold and was able to seep under the relatively new flooring.
 - i. Commercial dehumidifier and fan have been placed in the concierge apartment to dry the flooring.
 - ii. Our contractor will do repairs on existing thresholds to mitigate future water penetration.
 - iii. The option for expanding the courtyard drain is tabled for now; we'd like to see how the other repairs work towards future water events. A rough estimate to upgrade the courtyard drain is in the range of \$1,500 to \$2,000.
- b. Separately, there was some water seepage in the back closet of the concierge apartment. It was determined that an external drain pipe was clogged and spraying water at the foundation wall behind the closet. The clog has been cleared and we will be watching the water situation going forward.
- c. Once the flooring has sufficiently dried, we will pull some floor boards in the concierge apartment to assess any potential residual water damage, including mold. Appropriate action will be taken once the situation is properly assessed.

D. Social

- a. Hold the Date – Sunday, October 22, 2023
- b. Event: Adair Fall Social – a casual gathering in the main courtyard.

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c. Option: We may set this date as the Annual Meeting immediately prior to the social event.

d. ACTION – Confirm date at the Q2 Board meeting.

E. Other Business

a. Stine Listing – The listing is now active, as of April 1. Their realtor, nor the Unit Owners, have requested that the listing be added to the Adair website. According to Glen Stine, there have been 3-4 lookers already.

b. Mansion Sprinkler System – The 20-year inspection of the sprinkler heads is completed, and the Mansion sprinkler system is now officially “green tagged.”

Meeting Adjourned, 6:06 pm.