

Versailles HOA

Meeting Minutes for Monday, March 5th 2012
@ Versailles #304 7:00pm

Type of Meeting: Board Meeting

Meeting Facilitator: Mike McKisson

Board Attendees: Mike McKisson (President), Adam Jon Hayworth, Allan Wilson, Rick Boehm, Jeremy Parnacher (Secretary), Diane Encinias, Megan Meermans

Other Attendees: John Napoli, Jeffrey Mathias

- I. **Call to Order** – Meeting was called to order at 7:07pm by Mike McKisson. Quorum is met.
- II. **Approval of Agenda** – N/A
- III. **Approval of Minutes from the last meeting**
- IV. **Finance Report given by John Napoli:**
 - a. HOA records will be moved back into the building within the next couple of weeks. 2010 records are in John's personal storage. 2009 & 2011 records are ready to be moved. 2012 will be in the big filing cabinet in the manager's office.
 - b. #301 – Seller did not want to pay the special assessment. Law firm suggests that we stand our ground (seller will need to pay the special assessment.)
 - c. #504 – Signed agreement to renew lease. HOA will continue to receive payments that are due.
 - d. #205 – Situation of the unit is unclear... it may be under foreclosure.
 - e. #502 – May run into issues with this unit in the spring. Owner may try to sell the unit.
 - f. #504 – The money we are receiving from this unit is in reserves. This will be adjusted by John.
 - g. Nothing in reserves – will probably be a transfer in March.
- V. **Building Manager Report given by Jeffrey Mathias**
 - a. Elevator door issue has been resolved.
 - b. There was a hot water issue that was addressed. This issue occurred during the week of 2/20. The issue ended up being the pump moving the water through the furnace. The pump ceased. Unfortunately this was pretty expensive to fix.
 - c. Building Projects:
 - i. Caulk / re-seal the tile around the pool
 - ii. Phase protector for HVAC. This will cut energy so that the system doesn't cease. This will protect HVAC equipment. Cost \$1500.
 - iii. Re-paint the south side of the building (maybe consider the complete building)
 - iv. **In-Progress:** Reinstall basement security camera.
 - v. Re-paint surface parking deck rails.
 - vi. Power-wash parking garage – use degreaser / other safe chemicals. Cost \$1500.
 - vii. **In-Progress:** Resolve the issue of rust on call box and awning support. Paint has been ordered that will stop the rust from progressing.
 - viii. Fire Alarm. Cost \$1500.
 - ix. Address the drain issue in the parking garage. Need to figure out what is going on with it.
 - x. **In-Progress:** Dry wall repair in the stairwell and some crown molding repair.

- xi. **Complete:** Broken window has been repaired.
 - xii. Roof maintenance.
 - xiii. Cooling tower – need to see the numbers for this issue.
 - xiv. Window washing. Cost \$1500. Washers need mount points – current contractors breaking membrane of the roof – not necessarily the best fault protection system for workers (OSHA).
 - d. There was mention of using Scott (the current emergency back-up for Jeffrey) as our paint contractor.
 - e. The enclosure in the office has been removed. Adam had to deal with an anonymous call to the county zoning commission that reported zoning violations. We passed the inspection. The enclosure was removed prior to the inspection.
 - f. John Napoli state that we had 7-10K in the budget to get the low hanging fruit regarding building projects. He would prefer if we stayed closer to 7K.
- VI. **New Business**
- a. The Board of Directors unanimously approved to move forward with Summit at the 5 Days/week option. Looking into contract specifics and negotiating the price (if possible). Adam will follow-up on references for Summit. Hope to get this in place by the beginning of April.
 - b. Per Allan: Building operational budget seems sufficient – we need to form long term plans to get issues fixed. Define known maintenance items because:
 - i. Planned items are not breaking the budget.
 - ii. Unplanned items are breaking the budget.
 - iii. Discussing Evans Redman – this is the biggest part of repair and maintenance. We have enough data to plan budget / capacity planning.
 - iv. ACH's – enforce the late fee... consider raising the late fee.
 - v. Budget is not broken. The way we manage the budget is broken.
 - c. The Board of Directors unanimously approved the use of ACH deposits for collecting HOA dues to address cash flow issues. Owners are paying on time, after the 10th, providing lump sums at the end of 6-8 months. This issue creates problems in that we are operating on a very thin margin – it is paralyzing the progress of building projects.
 - i. John will get this notification sent out to the HOA.
 - ii. Once a majority of the forms have been received – the ACH will become effective. Dues will be debited from accounts on the first of the month. Any debit that is returned unpaid will be subject to a late fee of \$50 plus bank and handling charges.
 - d. The Board of Directors unanimously approved that meeting minutes will be “approved” electronically by the Board. Going forward - once a majority of the members have approved the meeting minutes – the Secretary will post Board Meeting Minutes to the website. Special Session Meeting Minutes will not be posted to the website.
- VII. **Agenda for Next Meeting** – target date for the next HOA meeting is set at 7:00pm on April 2nd, 2012.
- a. TBD
- VIII. **Adjournment** – Meeting was adjourned at 8:22pm by Mike McKisson.

Minutes submitted by: Jeremy Parnacher

Minutes approved by: Mike McKisson, Diane Encinias, Rick Boehm, Megan Meermans