

**The Ashbury Condominiums**  
**Board Meeting**  
**Tuesday, July 19th, 2022 at 4pm Online via Zoom**

**Call to Order:** The meeting was called to order at 4:01pm

**Present:**

**Board Members:** Diane Calvert, President (209); Melanie Kermin, Treasurer (202); Denise Su, Secretary (204)

**Association Manager:** Ryan Ruppert, Community Association Manager, 3Stripe Management

**Homeowners:** 101, 201, 207, 310, 403

**First Homeowner Forum:** Ø

**Approval of Previous Meeting Minutes:** Approved

- December 20th, 2021

**Treasurers Report:**

**July 1st, 2022 - Financial Statement**

- Operating Funds: \$ Unknown
- Reserve Funds: \$ Unknown
- **Total Funds:** \$372,764.85

**Consent Agenda:** Approved

- 1/7/2022 -- Ratify the AWOM to approve the transition of Melanie Kermin to take over the position of treasurer from Gustav Meyners.
- 1/12/2022 -- Received the Cressy Door Company proposal, but put repairs on hold until the new Management Company is established, as questions need to be answered regarding the electronic sensor.
- 1/13/2022 – Paid remaining balance to Studio 3 Signs to install unit signs for \$2778.31
- 2/28/2022 – Selected 3Stripe Management (3SM) company after reviewing and discussing proposals, example financials, and contacting references from our final three management companies. Decided with 3SM's 2-year contract after our attorney Ken Strauss reviewed and revised the contract.
- 3/18/2022 – Declined Unit 101 request to modify unit.
- 3/31/2022 -- Ratify the AWOM to accept 3SM as new Association Management effective 4/1/22
- 4/7/2022 -- Approved proposal #1159 from ProGreen to Power Wash: Roof deck and stepping stones for \$418.95
- 4/7/2022 -- Approved proposal #1158 from ProGreen to Power Wash: Plaza areas, sidewalks, garage ramp, outside stairwell in back for \$882.00
- 4/29/2022 – Approved window cleaning proposal #2240 from Complete Clean LLC for \$2,000.00.
- 5/18/2022 – Move forward to close CDARS account with Alliance Association Bank and transfer funds to a Demand Deposit Marketplace Sweep Account with Columbia Bank.
- 5/18/2022 – Move ahead for Ryan to get proposals for a Feasibility Study for Air Conditioning.
- 5/18/2022 – Move ahead for Ryan to get proposals for the Reserve Study Project to replace trellis at East side of building.
- 5/18/2022 – Move ahead for Ryan to get proposals for the Reserve Study Project for a building-wide plumbing systems evaluation.
- 5/18/2022 – Move ahead to get proposals for garage floor cleaning (operating account).
- 5/21/2022 – Approve to renew the 2022-2023 insurance proposal presented by The Partners Group on 6/1/2022
- 6/1/2022 – Approve proposal #146872 and #146885 from Cressy Door Company for a total of \$13,512.90

- 6/22/2022 -- Approve parking garage cleaning proposal #2341 from Complete Clean, LLC for \$2866.50
- 6/30/2022 -- Approve proposal #1172 from ProGreen to replace Rain Bird irrigation controller for the amount of \$661.50
- 7/11/2022 – Approve proposal from Bulger Safe & Lock for USPS steel plate installation for \$545.74
- 7/13/2022 – Approve proposal #22266 from The Safety Team for fire alarm repairs and test unit device for the amount of \$890.00 and sprinkler repairs for \$4775.00
- 7/15/2022 – Approve proposal #28963JO from Bulger Safe & Lock to replace Knox fire/elev box for \$1736.44

### **Old Business:**

#### **Maintenance Schedule / Annual Maintenance Calendar.**

Parking lot item. Board will visit between meetings.

#### **MR-CDARS transfer confirmation**

We are submitting the forms necessary and should be completed by the end of the week.

#### **Elevator – Follow-up report**

Parking lot item. We will be revisiting it as the elevator contract is up for renewal.

#### **Building-wide plumbing systems evaluation for building (Reserve item)**

Ryan says this component is a contingency in our reserve study, only thrown in there to have some money aside to tackle this issue. Ryan stated that there is not much an engineer can do, other than look in the garage drains, run cameras in pipes, and jet it. There is no way you can do an evaluation on a whole building, as pipes are too skinny, with too many twists and turns. Unit clogs are more of a homeowner issue. We have had one incident on the first floor that the HOA had to pay for which does not necessarily warrant a full investigation. Only if there are multiple incidents over time in the future, the Board will take action. Ryan says that if we are not seeing recurring problems, then our system is probably running fine, and that if there is an emergency, we can get jetters to come out, and this reserve item is just to set aside money to do emergencies, and would cost around \$2k to do.

#### **Carpet replacement**

The Board will reevaluate in 2023. There is still have life in the carpet, and it does not show the wear and tear compared to other buildings of similar age. Carpet is in good condition.

#### **Garage door update**

The Board is aware of the hazard and has posted notices of the status of the garage door. It is a supply chain issue. Cressy Door Company does not know exactly when parts will come in. Garage door is getting noisier. Many residents have chosen to park on the streets at this time. Unknown when the garage door will stop working; and if so, cars inside will be stuck in side. Repairs are looking at September or later. In other words, at least 12 weeks from when contract was signed.

### **New Business:**

#### **Exterior entry plaza tile replacement and cement sealer update**

Entry plaza tile needs to be replaced, but this is a topic that will involve much deeper discussion, and this is a parking lot item. Cement sealer will not be done at this time. This project requires pressure washing prior to sealing. We just had the plazas and sidewalks pressure washed, and since this was not going to suffice for both projects, we decided to hold off until next year. Cement sealer will be done in conjunction with window washing next year.

#### **Feasibility study for air conditioning**

We talked about this in the annual meeting. The proposal came in a 3x higher than we thought it would be. And because of the increase in costs in almost everything we are doing right now, in addition to the two break-ins and the repairs we are having to do for that, we have made decision not to go ahead with the feasibility study at this time. We will revisit this another year.

### **Replace trellis at East side of building (Reserve item)**

The trellis is rotting and needs to be replaced before it disintegrates. Ryan will find a contractor. There is also a chance our maintenance company can do this.

### **Thefts on July 1st, 2022 and July 8th, 2022**

Discussed details of the two break-ins that occurred a week apart: Friday, July 1st, 2022 at 11:51pm and Friday, July 8th, 2022 at 4:11am. Intrusions were confirmed by security cameras. Packages were taken from the building both times. The first intruder also destroyed access to the storage room behind the mail room, as well as attempted unsuccessfully to open up a bank of mailboxes. The second intrusion involved a couple who gained entry by disabling the USPS lock. The building no longer has mail delivery unless an assigned homeowner is contacted and is able to let the mailperson into the building that day. Because both incidents occurred into the weekend, ability to post alerts in the web portal or send an email blast were not possible. As a result, notices and photographs were immediately posted in the building mailroom, elevator, and the garage by the Board.

### **The Safety Team proposal after their inspection**

Building-wide inspection was done on April 26th, 2022 at 8am. We received a confidence test report repair proposal that includes fire alarm repairs and sprinkler repairs on July 8th, 2022. The Board approved this proposal on July 13th, 2022. The Safety Team will set up a time with Ryan to bring the Ashbury up to full safety standards. Alarms will be going off that day, but no unit access is needed except for the one unit that was not accessible during the inspection.

### **Garage cleaning**

Complete Clean, LLC has no concerns about potential garage door problem being an issue, especially since the chances of the garage door failing on them are pretty slim. At worst, they can always reschedule. We do not want to delay garage cleaning any further. As of now there are two cars that will not be moved for this project.

### **Second Homeowner Forum:**

- Is there any way to make the garage door quieter? It's progressively getting louder and louder, and it was already loud to begin with. Perhaps lube it, adjust it, and if we have been running with a broken spring, the operator might be going out. There are other options, including a more expensive electric and rubberized garage door that sounds like a golf cart reversing. But due to its extremely high cost, it is not a realistic option for us.
- Since we're repairing it, is there anything we can do to the door that can make it quieter? Ryan says this is a question for Mike at Cressy Door Company.
- Garage door: We are currently using it until it goes kaput. If door fails, we will keep in either open position or closed position. Prefer to keep in closed position. We can manually open it when necessary, but we would otherwise permanently close it. This would take some coordination.
- Is there more at risk to park our cars overnight on the street vs. inside the garage with the garage door hazard? This is compounded by the dangers of looking for parking late at night and walk home alone late at night.

- Communication to residents on weekends: Current practice is to place notices on bulletin boards, in the elevator, or on unit doors. See if there's a way to follow up with electronic communication for those residents who were out of town, as well as homeowners who are not aware. After posting notices on unit doors, Diane will communicate directly with those residents whose notes remain on their door for multiple days. However, some residents just leave notices stuck on their door, even when they're home, too. The board is hoping it is possible to use the portal to make announcements and get information to homeowners.
- The Community section in our portal: Every time someone posts a discussion in the Community section of our portal, there will be an email blast sent out to all homeowners that someone posted. This email notification can be disabled by the homeowner if needed. This is not a way to communicate with Ryan. Only communicate with Ryan by email.
- Delivered packages: Out of concern, a couple homeowners have volunteered to help pick up and keep packages inside their units for those residents who are out of town.
- Online portal: Tenants do not have access. It's only accessible to homeowners. There is no tenant portal. For tenant communication, it's the responsibility of the homeowner. However, the management company can add a tenant's email to create a mass email list for email blasts. With the sizable portion of tenants in our building, getting info to them is difficult when via just email or portal. The board would like to reach tenants for communication. For example, notices from 3Stripe to homeowners should include this disclaimer at the top, "Homeowners/Property Managers, please forward this notice to your tenants."
- Eliminate all inessential communication with association/property manager: Communicate with Ryan only in terms of very clear action items. Emails including Ryan should not include discussion, so Board needs to meet and discuss without Ryan prior, that way emails to Ryan can remain minimal, simple, and direct.
- Consent agenda: What is it? Essentially, it is getting decisions the board has made outside of Board meetings into the minutes. It is for documentation purposes. The actions taken and acted on has to be taken into record of the building.
- The Board thanks all homeowners who are present. It is great for homeowners to be involved, voice concerns, and give feedback. Homeowners present expressed much gratitude to the Board as well.

**Meeting Adjourned:** 4:57pm

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