

Mutual 14
Property Maintenance Committee
Monthly Meeting
June 6, 2019

Members present: Hal Crisp [Chair], Richard Bambach, Julie Gibbons, Kathy Viney, Stan Jones

Members absent: Russ Coburn

Guests: Ronnie Cabrera [PPD Special Projects], Linda O'Neil & Rick Kaiser [Architectural Design Sub-Committee], Bob Clipper, Jane Corona, Richard Saunders, Ruth Hunter, Bobbie Palmer, Leona O'Reilly, Maria Cruz, Marie Ayton

1. **Balcony repair:** 4 balconies require structural repairs. Owners were notified last year that balcony structural repairs would affect enclosures. After discussion about the Board's un-official moratorium on building and re-building enclosures, and how far [or not] we've come in developing standards:
 - a) Kathy Viney made the following **MOTION:** The committee recommends that the Board of Directors *formally* approve a moratorium on building or re-building enclosures on apartment patios and balconies [i.e. ABM's will not be approved] until architectural and structural standards are developed, and notify all owners of same. Motion passed by unanimous consent.
 - b) Hal Crisp made the following **MOTION:** The committee recommends that the Board of Directors proceed with a letter advising owners to remove their enclosure. Motion passed: 4 yeas, 1 nay.
 - c) Hal Crisp will contact Bostic for new "group rate" for owners' removal of enclosures.
 - d) Ronnie Cabrera noted that our vendor, Wm. Taylor, cannot set a date for the project until enclosures are removed and we have our county permits, which take a long time.
 - e) Hal Crisp made the following **MOTION:** The committee recommends that the Board of Directors accept the LW proposal for Ronnie Cabrera to manage and oversee the project [at a cost of \$77/hour, per our Supplemental Mgmt. contract, and to approve payment from the Contingency Reserve Account]. Motion passed by unanimous consent.

Comments from the floor: Pieces of rusted metal that have fallen from balcony pan above were displayed. Questions included when owners could expect to re-build their enclosures and why the Board could not stand by a previous letter saying the mutual would pay to remove the enclosures.

2. **Painting Buildings 16 & 17:** Committee has one preliminary quote from Avery and Ronnie Cabrera is looking for other bidders. Discussion followed regarding painting "limited common elements", i.e. the trim on balcony enclosures. While this is normally considered the responsibility of the unit owner, the mutual should take responsibility for painting these elements in order to maintain a consistent and harmonious appearance. It was also noted that owners have already paid for painting buildings through their condo fees funding the reserve accounts.
 - a) Richard Bambach made the following **MOTION:** The committee recommends that the Board of Directors approve inclusion in the painting RFP - painting pans, window trim, maintenance closet door, door trim and railing on open balconies, and railings and exterior trim of enclosed balconies. Motion passed by unanimous consent.

A question was asked about the scheduling and coordination of capital improvement projects. Exterior painting has a life expectancy of 5-10 years; buildings 16 & 17 are in the 7th year of the cycle. How can we get longer life from future painting projects, and more to the point, is it a good

idea to begin a painting cycle before decisions are made about railings, soffits, carpeting, etc.? See *next topic*.

3. **Architectural Design Sub-Committee report**: The sub-committee is developing a comprehensive design plan to coordinate design elements. This will include recommendations for railings [replacing top rail], paint colors, carpeting, roofing, and canopies at building entrances. The ADC proposed to make a presentation to the Board but it was deemed premature as nothing but a verbal report was made to the PMC. A suggestion was made that the sub-committee have a work session with members of the PMC to discuss details of their plan but nothing came of that.
4. **Repaving Forest Edge Drive**: The project was postponed by one week [until Monday, June 17th – Thursday, June 20th at 7am] in order to allow for adequate notification for removal of cars and other property. Hal Crisp will remove bollards on Vantage Hill Road to allow easy access. Notices will be posted throughout the mutual and robocalls will be made. Kathy Viney will be point of contact [POC] for this project.
5. **Elevators B14**: Hal Crisp made the following **MOTION**: The committee recommends that the Board of Directors approve the Schindler proposal to replace the hydraulic cylinder packing and perform other maintenance work on the B14 elevator, at a cost of \$2,156.00. Motion passed by unanimous consent.
6. **Miscellaneous Projects**:
 - a) B14 drainage project was completed to the committee’s satisfaction. Hal Crisp made the following **MOTION**: The committee recommends that the Board of Directors pay the H&H invoice as presented, and be paid from the Replacement Reserve Account. Motion passed by unanimous consent.
 - b) Just Doors - Lobby glass door repairs are in the vendor’s queue.
 - c) Trash room ceiling repairs – Board approved proposal and vendor will proceed.
 - d) Smoke alarm battery change – To be scheduled
 - e) Dryer vent cleaning – No further action
 - f) B15-3B: Owner told that repair to exterior balcony light fixture [“limited common element”] is owner’s responsibility; Owner also asking mutual to pay for repair to sub-floor skim coat. Hal Crisp made the following **MOTION**: The committee recommends that the Board of Directors pay the \$700.00 cost to have H& H Concrete repair the sub-floor skim coat. Motion passed by unanimous consent.
 - g) B14-1A: Owner asks that mutual pay to repair a loose connection on the condensate common line. Hal Crisp made the following **MOTION**: The committee recommends that the Board of Directors pay the cost to repair a loose connection on the condensate common line. Motion passed by unanimous consent.
 - h) WSSC gave Mutual 14 a check for over \$6,000.00. This may be a duplicate payment of a rebate they gave Mutual 14 for inadequate asphalt repair after work on a water line on Vantage Hill Court.

Recorded by Kathy Viney

June 6, 2019

The Property Maintenance Committee recommends the following motions to the Board of Directors:

1. The Board of Directors approves a moratorium on building or re-building enclosures on apartment patios and balconies, i.e. applications for building modifications (ABM) will not be approved until architectural and structural standards are developed, and will formally notify all owners of this policy.
2. The Board of Directors agrees to proceed with a letter asking owners to remove their enclosures.
3. The Board of Directors accepts the LW proposal for Ronnie Cabrera to manage and oversee the balcony repair project at a cost of \$77/hour, per our Supplemental Mgmt. contract, and upon completion approves payment from the Contingency Reserve Account.
4. The Board of Directors approves including in the painting RFP: painting pans, window & slider trim, maintenance closet door and door trim, and railings on open balconies, and railings and exterior trim of enclosed balconies. Motion passed by unanimous consent. [Note: This motion is incomplete as it doesn't specify scope of work on catwalk side of buildings.]
5. The Board of Directors approves the Schindler proposal to replace the hydraulic cylinder packing and perform other maintenance work on the B14 elevator at a cost of \$2,156.00, and upon completion approves payment from operating funds.
6. The Board of Directors approves payment of the H&H invoice for the B14 drainage project in the amount of \$54,000.00 to be paid from the Replacement Reserve Account.
7. The Board of Directors approves payment of \$700.00 to H&H Concrete for repairs to the sub-floor skim coat in B15-3B.
8. The Board of Directors agrees to pay the cost to repair a loose connection on the condensate common line in B14-1A.