

PMC Minutes May 2, 2019

Members present: Harold Crisp, Ruth Hunter, Russ Coburn. Members absent: Richard Bambach and Stan Jones. Board Members present: Leona O'Reilly. Guests present: Ronny Cabrera (PPD Special Projects), Jane Carona, Kathy Viney and Ron Krams.

Repave Forest Edge Drive

A new quote from H&H Concrete in the amount of \$50,518 has been received to repave Forest Edge Drive between buildings 14 & 15, to include the spur going out to Interlachen Drive (between buildings 14 & 17). It also includes work on drain catch basins and replacing the entrance ramp into building 15.

The PMC unanimously requests that the Board approve this quote, and the recommended source for payment would be from Reserve for Replacement.

Lobby Door Repair

The 1st floor glass lobby doors at five of the buildings need various repairs. The contractor (JustDoors, Inc) who provided and installed the trash room and storeroom doors has submitted a quote for these repairs in the amount of \$4,433.90. He requests payment of \$2,200 upfront for supplies and materials and the balance upon successful completion.

The PMC unanimously requests the Board approve this expenditure.

Trash Room Ceiling Repair

The ceilings in all of the trash rooms have fallen and need repair. Avery Plus repaired the worst ceiling in Building 13 as a part of the storeroom door painting project and did an excellent job. They have submitted a quote in the amount of \$3,500 to repair the other seven ceilings.

The PMC unanimously requests that the Board approve this quote.

Painting Buildings 16 & 17

The PMC recommends that these buildings be painted this year. Avery Plus, the contractor who has been painting our buildings, has submitted a quote for about \$45,000 per building. This is in line with what we have paid previously. However, with a project this large the PMC believes we should try to get one or more additional quotes. Mr. Cabrera will send out RFP's to other contractors. The PMC will also explore replacing the composite railing material.

Here's another issue for Board consideration. Previously when painting the buildings, we painted the inside areas of all open balconies. Do the new Rules and Regulations have an impact on this practice? And would that include the balcony railings, on both open and enclosed balconies?

LED Replacement for Fluorescent Light Bulbs

It has been suggested that we replace fluorescent light bulbs with an equivalent LED (light-emitting diode) bulb. These are the bulbs used in the carports and lobbies. There are several hundred within the community and Pat replaces about three or four a month. The CFL (compact fluorescent lamp) bulbs we currently use cost \$2.22 each and replacement LED bulbs cost \$4.68 each. LED bulbs typically use 75% less energy than CFL bulbs and have a life of 15 to 25 years versus 10 years for CFL's.

If there are no objections from the Board, Pat will convert to the LED's after he uses a small inventory of CFLs.

Open Balcony Light Fixture

An owner with an open balcony has a light fixture that is hanging by its wires and needs to be reattached. The owner is asking if this is a Mutual or owner expense. Prior to the new Rules and Regulations this would be considered a Mutual expense. The list of 'Who Pays' is mute on this particular item. However, to meet what seems to be the intent of the new procedures, the owner is probably responsible. The PMC questions how do you control uniform standards if a new fixture is required.

The PMC asks for Board clarification on this item. (This will probably not be the last of the unintended consequences of the new standards.)

Replace Exhaust Vents

An owner has asked the Mutual to replace the three exhaust vent outlets, located on the catwalk, associated with her unit. These vents are fully functional, but are unsightly due to dents, ageing and being poorly installed. They do look unsightly compared to newer style vents at the adjacent residence. Since we have no current program to evaluate such vents throughout the Mutual and the vents are functional, the PMC suggests the owner be allowed to have PPD install new vents at the owner's expense.

The PMC looks for Board concurrence or suggestions for this item.

Fire Alarm at Building 17

On April 27th and 28th a trouble alarm sounded on the fire alarm system. This was not the loud bell warning, but rather a beep coming from the annunciator panel in the 1st floor lobby, which indicates a system technical issue. The monitoring company notified the Dynalectric technician. Todd Arnold was on site within a few minutes and determined the problem would not affect the overall operation of the system. He silenced the alarm and planned to return on Monday, April 29, to find the problem. On Monday he determined that the alarm was caused by one of the nine alarm bells located on the catwalks of the building. The system does not identify which one it was. And by that time, the problem had cleared itself with no easy way to determine the exact cause. He will monitor the situation, and if it occurs again, he will have to do extensive, lengthy and costly troubleshooting to pinpoint the cause.

Replace OS&Y Valve in Building 13

This approved work was scheduled for Friday, March 1st. Before the work could begin, the water had to be shut off to the building. A PPD technician and the Dynalectric tech spent

over an hour attempting to locate the shut-off valve. We have been unsuccessful in locating the incoming water line with two different types of locator equipment. The problem seems to be interference from the large transformer just outside the trash room. We will now set up a schedule to replace this valve. As mentioned previously, water will have to be turned off at buildings 10, 11, 12 13, and all of Vantage Hill Road and Court, for about four hours.

Ponded Water behind Building 14

At the last Board meeting the Board approved an H&H quote in the amount of \$54,000 to install catch basins, drain lines from all down-spouts and condensate lines, and grading the ground so that water will run to the drains. Mr. Cabrera will work with H&H to schedule this project. This work will not include landscaping, which the Landscaping Committee will procure on a separate contract.

PMC Project Worksheet

Mr. Coburn and Ms. Carona are coordinating efforts to develop and maintain a list of all PMC monitored projects. The list will contain descriptions, relevant dates, point of contact, cost estimates and status comments. It will probably take two or three months to fully develop the worksheet.

Entrance Canopy for Building 17

The canopy for this building was blown off this past winter and needs to be replaced. The Architectural Design Committee has been looking for ways to enhance the appearance of the three-story buildings and has suggested that a canopy other than the current sheet metal type might be an improvement. The ADC is continuing this evaluation.

Smoke Alarm Battery Replacement

We are waiting for PPD to work smoke alarm battery replacement into their schedule.

Lobby Painting

The new doors and lobby trim painting is complete.

Balcony Repair

Mr. Cabrera has met with a contractor who is willing to bid on this job. We await the submission of this quote. The project is for four balconies. This will most likely be another project with a sole source bid.

General Balcony and Railing Inspection and Repair

Mr. Cabrera has given the PMC an inspection list for open balconies. A proposal for inspection and repair will be developed after the list is finalized.

Architectural Standards for balcony enclosures

The PMC is evaluating various methods of moving forward on this project.

Maintenance Check List for Owners

Mr. Cabrera is continuing to work on a list of maintenance items that each owner should be aware of and responsible for. Examples include A/C annual inspection, water valve operation, etc.

PMC Chairman

Since committees of condominium associations are empowered to elect their own leadership, and since Harold Crisp recently indicated his willingness to serve as the Chairman of the Property Maintenance Committee, he was nominated for this position and unanimously elected to chair the committee. The Committee expresses its deep gratitude to Leona O'Reilly for serving as the non-voting chairperson during this time of reorganization.

PMC Members

One of the committee members has indicated he needs to resign from the committee, due to other commitments, but would stay to the end of the year if needed. There was some discussion about the need to expand the committee. Frequently one or more members are absent at any meeting, leaving only four or less to cover the many items being followed, as can be seen from these minutes. The committee would like the Board to address this issue. If more members are added, it is important that they be committed and available to attend most meetings. They should also be physically able to do inspections in all areas of the Mutual. They should have at least some experience or knowledge of what it takes to maintain a home or building.

Minutes prepared by

A handwritten signature in black ink that reads "Harold L. Crisp". The signature is written in a cursive style with a large, prominent initial 'H'.

Harold Crisp
May 13, 2019