

2019 ANNUAL MEETING MINUTES

Wellington-III Condominium Association, Inc

February 6, 2019 | 5:30 p.m. at 1120 Wellington | Meeting called to order by Mark Shoberg, Bray HOA

In Attendance

(Management)

Mark Shoberg
Savannah Kohagen

(Board)

Dr. Carl Feghali
Dr. Marshall Steel
Sharol Hernandez (Newly Elected)

Notice of Quorum Achieved

With 1 proxy received and 6 unit owners present, it was announced that quorum had been achieved.

Introductions

Mark Shoberg introduced himself as the Community Association Manager with Bray HOA Management and Savannah Kohagen as one of the Assistant HOA Managers with Bray HOA.

Dr. Carl Feghali introduced himself as the President of the Board of Directors.

Dr. Marshall Steel introduced himself as the Vice President of the Board of Directors.

Approval of the Previous Years Minutes

The present owners reviewed the previous years' minutes.

Motion: Dr. Steel

Second: Dr. Feghali

There was a unanimous vote by the present owners to approve the previous years' minutes.

Discussion on Upcoming Projects/Concerns

1. Elevator

In order to update the elevator and be compliant, all techs have to meet with Wayne Martin (regional inspector). The project has been at a standstill because Wayne Martin's has not been available to meet with the multiple techs Bray has sent. Luckily, Wayne has promised to be available in the first couple weeks of March in order to give a clear scope and get official approval to move forward.

As discussed at the 2018 Annual Meeting, this project will cost about \$80,000 and should be good for the next 20+ years. They will do the "ninja" service, meaning they will come in on a Thursday and have it complete by Sunday night.

Bray will make sure to get an itemized scope as well as record the meeting with Wayne Martin. This will ensure the Association is fully compliant and won't need to have a second appointment with Mr. Martin.

2. Tile Cleaning

The current cleaning company will only spot clean. They are not contracted to do a deep clean.

The present members decided to have the tile cleaned. Bray will get a couple of bids to have all tile areas cleaned.

3. Problems with Janitorial Service

There have been numerous complaints about the janitorial company. The problems discussed at the meeting are: bags of trash left out, and exam rooms not being cleaned. Bray has also heard many complaints throughout the 2018 year.

Since it is mainly used for medical purposes, it is highly important that the building is clean and sanitary. Bray will look into some other options for janitorial services and get bids.

4. Leaves

An owner discussed the amount of leaves that were never picked up. Mark Shoberg explained that this fall/winter was a bit out of the ordinary and a lot of the leaves fell after High Performance had already fulfilled their scope.

The present members said that if the vendor has fulfilled their contract and leaves still remain, just have them do an additional pick up even if the Association will be charged.

5. Parking Lot Maintenance/Snow Removal

Right around the time of Christmas/New Year's there was a snow removal discrepancy which resulted in the parking lot being unmaintained. In short, A-MAES-ING is contracted to do the parking lot and Bray Maintenance is contracted to maintain the sidewalks. According to Mark Shoberg, A-MAES-ING saw Bray Maintenance removing snow from the sidewalks and assumed their services were no longer needed. Since there was no snow in the previous year, this error was never caught. Therefore, on the first big snow of the year nobody showed up to clear the parking lot.

The discrepancy was resolved and all vendors are now on the same page about their job duties/expectations. Since Wellington III is a medical building, the safety of all visitors is of high importance for liability reasons.

It was determined that Bray will get a bag of ice melt for the building to sprinkle around the sidewalks and parking lot in case of an emergency.

6. Gate

The gate between Wellington III and the nearby church is tied open and people use it as thoroughfare. The fire department will not allow the gate to be locked for safety concerns, but it does need to remain securely closed.

Bray will send someone out to remove the rope and make sure the gate is closed (secured with a carabiner) and get a sign to put on the gate post that states, "Private Property, No Thoroughfare".

Bray will also draft a notice to send to all owners. The notice will ask that the owners notify all of their employees to keep the gate close, not use it as a through street and not park in the North East church parking lot on weekdays.

2019 Budget Discussion

- There are no delinquent owners.
- As of the end of 2018, the Association has \$231,543.37 in the Reserve Account and \$175,071.40 in the Operating Account.
- The elevator project will cost about \$80,000 and will be taken from the Reserve Account.
- No expenses fell under the “Building Maintenance” line item for 2018. This is because most of the building maintenance expenses fell under more specific line items such as: HVAC, Repair & Maintenance, Roof Repair, etc.
- In 2018, a swamp cooler was purchased to keep the air-conditioning system cool. The problem was that the system was over heating and shutting off. This seems to have been a good solution, as no problems have occurred since.
- Bray will send Advanced Refrigeration to JC Medical Management to see why the heater is blowing cold air in the unit during the winter.
- As stated in the previous section, Bray will get bids to deep clean all of the tile. In addition, Bray will get bids to clean all the carpets and glue down the corners as needed and also get a bid to have someone come deep clean the carpets every six months.

There was a motion to approve the 2019 Proposed Budget with dues remaining the same.

Motion: Dr. Feghali

Second: Dr. Steel

There was a unanimous vote by the present members to pass the 2019 Budget.

Elections

Dr. Steel’s position on the Board was up for election/reelection.

Dr. Steel volunteered to serve again on the Board as Vice President.

Motion: Dr. Steel

Second: Dr. Feghali

There was a unanimous vote by the present members to reelect him for a two year term.

Sharol Hernandez volunteered to serve on the Board.

Motion: Dr. Feghali

Second: Dr. Steel

There was a unanimous vote by the present members to elect her for a one year term.

With no other volunteers, the election was closed.

Adjournment

With no further business to discuss, Mark Shoberg called for a motion to adjourn the meeting.

Motion: Dr. Feghali

Second: Dr. Stell

All members were in favor. The 2019 Annual Meeting was adjourned at approximately 6:15 p.m.

Signature
