

Sara Wachspress

From: Sara Wachspress [sjw55@aol.com]
Sent: Wednesday, February 20, 2013 2:12 PM
To: 'Sara Wachspress'; 'Advantage Community Management'; 'Anthony E Simone'; 'Derenda Culligan'; 'Ina Nenninger'; 'Kenny Shealy'; 'Scott Scheurich'
Subject: 1/17/13 TPD L HOA mtg notes
Follow Up Flag: Follow up
Flag Status: Flagged

*Sara Wachspress
2/20/13*

The Plaza at Dunn Loring (TPDL) (aka Westbriar Plaza) Board Meeting – 1/17/13

Official Notes

- Meeting called to order at 7:27 pm, 1/17/13
- Members present: Sara Wachspress was on site. Ina Nenninger, Kenny Shealy, Scott Scheurich, and Anthony Simone attended by phone. Anders was also present.
- **Motion** to approve minutes from November meeting: Tony motioned, Scott 2nd, no one opposed, motion passed.
- Reserve Study –
 1. **Motion** to ratify hiring of IBI Consulting Services. Sara motioned, Scott 2nd, no one opposed, motion passed.
 2. Ian Imber from IBI Consulting Services attended board meeting to present his approach. Tony asked him to provide an initial list of components within one week. [This was provided on 1/25/13.]
- Attorney – discussion on whether to keep current attorney or move to a different firm. ACM presented 4 options. All have condo experience. **Motion** to switch to Ed O'Connell – Whiteford Taylor Preston. Tony motioned, Scott 2nd, no one opposed, motion passed
- Insurance Renewal –
 1. After review of several options, **Motion** passed to renew with Nationwide with a \$5000 deductible, at a cost of \$41,399. Tony motioned, Kenny 2nd, no one opposed, motion passed.
 2. Earthquake Insurance option tabled until next month – proposal is \$6,312 with 10% deductible per affected building.
- **Motion** to ratify Kipcon [since replaced by IBI; see above] and Landscaping Contracts. Ina motioned, Scott 2nd, no one opposed, motion passed.
- 2011 Audit Requirements – Ina signed required documents.
- Parking Passes – to send out notice that current parking passes are still valid.
- Call in number – **Motion** passed to acquire number. Tony motioned, Sara 2nd, no one opposed, motion passed.
- **Motion** to go into Executive Session. Sara motioned, Kenny 2nd, no one opposed, motion passed.
- MetroPlace HOA asked TPD L to reconsider reimbursing homeowners that were towed during replacement of roof. TPD L agreed to reimburse. All requests are to be sent directly to ACM.
- Meeting adjourned at 9:35 pm. Sara motioned, Scott 2nd, no one opposed, motion passed.

Executive Session:

1. Late Fee Waiver for 2663 #105 – Sent condo fee to wrong address. HOA denied waiver request based on fact that homeowner had sent condo fee to correct address at least once prior to sending to wrong address.
2. Balcony paver issue for 2653 #106 – HOA asked to wait for attorney response

Open items:

1. HOA to provide response to IBI Consulting regarding Reserve Study.
2. EPDM Roofing - Rubber roof on 2651 needs to be replaced. ACM provided 5 bids that are to remove, replace with same material. Tony requested further research into "blow torch". ACM provided this information after board meeting.
3. Clubhouse HVAC System – Advanced Building Services provided bid of \$500/yr. Scott asked to see contract and get another bid. He also asked if we buy this contract would there be a discount on any service needed [labor and/or parts].
4. Tyco/ADT bill. Derenda to request to work with higher level at Tyco to negotiate. Tony requested history to contract.
5. Shared use agreement. ACM provided costs associated with list Kenny provided of items that Westbriar Plaza paid for the clubhouse/spa that need to be partially reimbursed by The Westbriar.
6. Clubhouse Security System bid – Tarek and Tyco submitted bids. Tony requested more bids and suggested Orion and Urban Alarm. [ACM followed up with both after 1/17/13 HOA meeting and neither responded.] ACM following up with Tarek.
7. Clubhouse – In order to open for individual parties, need rules published, signed, and additional insurance. Since 1/17/13 HOA meeting, separate Clubhouse committee has provided a draft.
8. Craig Richey on behalf of homeowner of 2665 #302 – Requested further research on late fee issue rejected by board. New information presented; stated that ACM bank refused transfer.
9. Newly formed committees attended HOA meeting.
 - a. They want to know how much money they have to spend. HOA asked for proposals from the committees of timeframes and dollar amounts needed.
 - b. Anders asked for clarification of what the board wants. Scott said they should inventory the number and size of decks.
10. Awaiting fee estimate from ACM for them to manage the process of renting out the clubhouse to residents.
11. Incorporate new name and logo. Next action - ?
12. Information was requested on how to operate as The Plaza at Dunn Loring for DBA (Doing Business As). Derenda said a form needs to be filled out. She'll check on it.
13. Decking issue – HOA responsibilities vs. homeowner responsibilities.

Thanks,

Chara Wachpress