

Derenda Culligan

From: Sara Wachspress [sara.theplaza@gmail.com]
Sent: Thursday, August 01, 2013 2:18 PM
To: 'Sara Wachspress'; ina.theplaza@gmail.com; Deborah.dunnloring@gmail.com; kshealy_plazaboard@outlook.com; scott.theplaza@gmail.com
Cc: Office
Subject: 7/18/13 TPDL HOA mtg notes v1

Below are the notes. I also wanted to let you know that I won't be in attendance at the next board meeting. I also won't be able to call in.

The Plaza at Dunn Loring (TPDL) (aka Westbriar Plaza) Board Meeting – 7/18/13 Minutes

- Meeting called to order by President at 7:07 pm, 7/18/13
- Attendance: Directors present: Sara Wachspress, Ina Nenninger, Kenny Shealy and Deborah Howard were on site. Scott Scheurich attended by phone; Managing Agent: Derenda Culligan present
- President noted that a quorum was Present at the Meeting.
- **Motion** to approve minutes from May and June Board meetings: Ina Nenninger motioned, Deborah Howard 2nd the motion, motion passed by unanimous vote.
- **Unit Owners Forum:**
 - a. Resident of 2665, Unit 106 said that Creative Contractors did a nice job on repairs to his unit.
- **Management Report:**
 - Window Bids were reviewed. Two contractors made presentations – Creative Contractors and Larkin Remodelers. Larkin said they had incomplete information and asked to be allowed to submit a revised estimate. Decision pending receipt of revised estimate.
 - ~~Programmable thermostat(s) will be purchased and installed in clubhouse.~~ *KEJ*
 - Clubhouse outside lights. ACM was asked to check on getting lights for out back.
 - Buswell & Bennett provided quote to clean clubhouse weekly while spa is open. **Motion** to pay Buswell & Bennet \$346/month for months when spa is open. Sara Wachspress motioned, Ina Nenninger 2nd the motion, motion passed by unanimous vote.
 - 2014 spa contract was reviewed. **Motion** to approve 2014 contract at same price as current contract. Deborah Howard motioned, Ina Nenninger 2nd the motion, motion passed by unanimous vote.
 - Air conditioner unit in 2664 hallway needs fixing. **Motion** to approve to fix air conditioner up to cost of \$1000. Deborah Howard motioned, Kenny Shealy 2nd the motion, motion passed by unanimous vote.
 - Sewer line repairs from county (to fill hole where Bell Forest meets Park Tower). County to provide approved plans in next 2 weeks. Then several more steps will be taken to complete repair.
 - Verizon phone lines. 4 unused lines were cancelled and Verizon has agreed to provide a credit. ACM is still working with Verizon to get exact amount of the credit.
 - Elevator lines and Fire Alarm lines can be changed to VOIP with some programming on the elevator and with the Fire Marshall coming out and testing. Kenny is going to research who can install the VOIP.
 - Fire Alarm maintenance. **Motion** to approve renewal at same price of \$720. Kenny Shealy motioned, Deborah Howard 2nd the motion, motion passed by unanimous vote.
 - Draft reserve study. Carpet sq yardage was revised to a number similar to estimates Deborah Howard had.
 - Ina asked Derenda to send an email blast to all units telling them not to place trash in hallways, etc.
 - Ina reported that the spa appeared to be for only one swimmer at a time. We were told it would accommodate two swimmers. We also asked that a ladder be placed in the spa to get out of spa.
- **Officer Report(s) –**
 - None provided

- **Committee Report(s) –**

- Deborah provided results of painting hallway with two kinds of paint – Duration and Emerald. She and Derenda scoffed them to see the results after cleaning. Duration held up better after cleaning. The board ~~recommended~~ ^{agreed with recommendation} that instead of painting and replacing all carpets, we paint all of the interiors and change the light bulbs. Once that is complete, consider whether the carpets need to be replaced.
- Josh (representing the communications committee) asked how to reach the board. The email address was provided. Josh then said he was under the impression that the board told his committee to hold off working on a web site. No one on the board recalled that. As a result of the discussion Josh’s committee was given the authority to greenlight the creation of a web site.
- **Motion** to go into Executive Session to discuss financial and individual unit issues at 10:01 pm: Kenny Shealy motioned, Deborah Howard 2nd the motion, motion passed by unanimous vote.
- **Motion** to come out of executive session at 10:50 pm: Kenny Shealy motioned, Sara Wachspress 2nd the motion, motion passed by unanimous vote.
- **Motion** to adjourn meeting at 11:30 pm. Kenny Shealy motioned, Sara Wachspress 2nd the motion, motion passed by unanimous vote.

Thanks,

Sara Wachspress

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