

The Plaza at Dunn Loring (TPDL) (aka Westbriar Plaza)
Board Meeting – 6/20/13
Minutes

- Meeting called to order by President at 7:07 pm, 6/20/13
- Attendance: Directors present: Sara Wachspress, Scott Scheurich, Kenny Shealy and Deborah Howard were on site. Ina Nenninger attended by phone; Managing Agent: Derenda Culligan present
- President noted that a quorum was Present at the Meeting.
- Deborah Howard to provide notes from 5/16/2013 meeting at July meeting.
- **Unit Owners Forum:**
 - a. Anders provided update on his review of several decks. His observations were that decks that had been sealed still looked good. Decks that had not been sealed were dried out. Anders also showed a picture of his deck door; paint peeling badly.
 - b. Another resident asked when the next caulking would be?
- **Management Report:**
 - Windows – Based on a review by engineer, approximately 700 windows, doors and gable vents need to be repaired/replaced. Derenda to get estimates of cost to fix. However, some need to be fixed now, as they are leaking with each rain. **Motion** to approve high priority emergency reparations for up to \$3000. Scott Scheurich motioned, Kenny Shealy 2nd the motion, motion passed by unanimous vote.
 - Deck over common area is growing mold. Water is coming into garage.
 - Clubhouse door handles need to be replaced. **Motion** to have Jeff Palmer replace door handles at cost of \$575. Kenny Shealy motioned, Scott Scheurich 2nd the motion, motion passed by unanimous vote.
 - Water Management still has not been able to get into 42 units. The board agreed to have email blast sent by ACM stating that it is mandatory to have an inspection by Water Management, but all work is optional.
 - ACM is working with salesman to find right replacement of light fixture above building 2665 entrance. Prior purchase was not the right light fixture.
 - Verizon phone lines. ACM is still working with Verizon to identify what lines are needed, which are working, and which can be eliminated. Scott Scheurich asked that signs be put up to identify purpose for black box vs. gold box in the lobbies.
- **Officer Report(s) –**
 - Scott Scheurich asked that the generic code in the Door King, be deleted. He also noted that a lock is needed on electrical room in 2664.
 - Discussion on security in garage; possibilities for how bicycles can be locked up.
- **Committee Report(s) –** Deborah Howard provided carpet estimates. She will also get an estimate on modular carpet. Scott Scheurich asked Deborah Howard to review all of the building lobbies and public areas, and pick the worst building. He recommended just that building be refurbished with paint and new carpet, so everyone can inspect and decide if that approach should be used for the other buildings.
- **Motion** to go into Executive Session to discuss financial and individual unit issues at 8:55 pm: Scott Scheurich motioned, Kenny Shealy 2nd the motion, motion passed by unanimous vote.
- **Motion** to come out of executive session at 9:30 pm: Kenny Shealy motioned, Deborah Howard 2nd the motion, motion passed by unanimous vote.
- **Motion** to adjourn meeting at 9:40 pm. Kenny Shealy motioned, Deborah Howard 2nd the motion, motion passed by unanimous vote.

Sara Wachspress
7/18/2013