

**SANDBURG VILLAGE CONDOMINIUM HOMEOWNERS ASSOCIATION
BOARD OF DIRECTORS MEETING
October 28, 2020**

The meeting was conducted by video conference.

Present: Dianna Callahan – Association 1
 James Lothe – Association 1
 Mary Murtaugh – Association 1
 Robert Connor – Association 2
 Scott Lennox – Association 2
 Diana Levin – Association 3
 Bruce Kaminsky – Eliot
 Beth Murphy – Faulkner
 John Berchem – Lowell
 Judy Barnes – Association 7
 Barbara Fiacchino – Association 7
 Nancy Slattery – Association 7

Also present were Melissa Goodwin, HOA Property Manager, and Marla Jackson, Regional Director, of FirstService Residential; and Paul Gaudette of Wiss Janney Elstner Associates, Inc.

CALL TO ORDER and AGENDA REVIEW

Mr. Connor called the meeting to order at 6:32 p.m. Ms. Goodwin called the roll and declared that a quorum was present.

UNIT OWNER COMMENTS

There were no unit owner comments.

APPROVAL OF MINUTES

Ms. Murtaugh asked if there were any additions or corrections to the minutes of the regular Board meetings held on September 23, 2020. There was one correction. ***Ms. Murtaugh moved that the minutes of the Board of Directors meeting held on September 23, 2020, be approved as amended. Ms. Barnes seconded the motion, and it passed, with Ms. Fiacchino abstaining.***

PRESIDENT'S REPORT

Mr. Connor stated that he had nothing to report at this time.

TREASURER'S REPORT

Mr. Berchem reviewed with the Board the Financial Summary for the period ended September 30, 2020, as follows:

Operating Fund net income, current month:	\$10,804
Operating Fund net income, year to date:	\$98,013
Operating Fund balance:	\$301,665
Ratio of Operating Fund balance to one month's operating expenses:	2.1

Replacement Fund interest income, year to date:	\$36,789
Replacement Fund average CD yield:	1.41%
Replacement Fund expenses, year to date:	\$1,639,175
Replacement Fund balance:	\$3,094,569

Mr. Berchem commented on a few line items and asked if there were any questions. There were none.

ACTION AND DISCUSSION ITEMS

2020 Village Capital Projects Update

Mr. Gaudette reported on the following:

- South Mall
 - South Screen Wall: This project is complete, with only a few minor punch list items to be worked on and submission of the documents for the warranties to be completed, with the retainage held back until that is done.
 - South Mall/Pool Repair Project:
 - The repair project is also complete.
 - Eliot House Rear Door: The contractor bundled all the work having to do with the structural slab work, shoring and so on, and the work is nearly finished, except that a drain near the rear door must be replaced. Zera Construction provided Change Order Request 25 for the additional drain and concrete topping work, part of which was paid for by Eliot House.

Mr. Connor moved to approve Change Order Request No. 25 submitted by Zera Construction Company, Inc. on October 22, 2020, for expansion joint work and installation of a new drain and a new topping slab adjacent to the Eliot House rear door, in the amount of \$29,203.00. Ms.

Fiacchino seconded the motion, and it passed unanimously.

- South Mall Pool Building: There continues to be a leak at the door of the HOA maintenance staff office following sealant repairs by Mark 1. The door will be water-tested on November 2.
- HOA Management Office: There was a leak at the HOA Management Office door, which was repaired under warranty. The door has been water-tested and has not leaked again.
- Tennis Facility
 - Tennis Court Leakage: WJE will prepare a brief document concerning membrane installation to be performed in spring 2021 on which three contractors will be invited to bid. There are several reasons why the work should not be performed in the fall, including fallen leaves becoming embedded in and damaging the new membrane. The bidding will take place in December, with the work to be performed in April.
- North Mall
 - Germania Place: Zera Construction has completed the driveway repair work.
 - North Mall Expansion Joint: Zera has submitted Change Order Request No. 3 to replace the expansion joint seal, as the existing joint seal could not be salvaged and reused.

Mr. Kaminsky moved to approve Change Order Request No. 3 submitted by Zera Construction Company, Inc. on October 20, 2020, to install a new two-inch DSM expansion joint at the west sidewalk on Germania Place, in the amount of \$4,155.00. Ms. Slattery seconded the motion, and it passed unanimously.

- WJE will meet with Bulley & Andrews on Friday, October 30, about some possible warranty work on a small expansion joint leak.

The Board thanked Mr. Gaudette, and he left the meeting at 6:47 p.m.

Landscaping Maintenance Contract Approval

Ms. Goodwin stated that four bids were submitted to HOA from Acres Group, BrightView, Premier Landscape Contractors, Inc., and Christy Webber & Company for the landscape maintenance contract, which includes watering and monitoring, mowing, fertilization, weed control, cultivating and pruning, pest and disease management and miscellaneous maintenance. She added that each proposal also includes recommended spring, summer, fall and winter rotations for the Association entryway planters, and that Management recommends approving the contract with Christy Webber, the Association's current provider, based on cost and previous experience, for the next three years. ***Ms. Slattery moved to approve the proposal submitted by Christy Webber & Company on September 11, 2020, for a three-year seasonal flower program at a cost of \$63,200.00 for 2021, \$65,114.00 for 2022 and \$65,114.00 for 2023. Ms. Fiacchino seconded the motion, and it passed unanimously.***

Ms. Barnes moved to approve the proposal submitted by Christy Webber & Company on September 11, 2020, for a three-year landscape maintenance program at a cost of \$100,268.00 for 2021, \$103,402.00 for 2022, and \$103,402.00 for 2023. Ms. Murtaugh seconded the motion, and it passed unanimously.

Irrigation Maintenance Contract Approval

Ms. Goodwin stated that Management recommends continuing with Halloran & Yauch, the current provider, based on cost and previous experience, noting that the firm works well with Christy Webber. ***Ms. Slattery moved to approve the proposal submitted by Halloran & Yauch, Inc., on August 18, 2020, for irrigation system annual maintenance, at a cost of \$9,745.00 for 2021, \$9,745.00 for 2022, and \$9,745.00 for 2023. Ms. Murtaugh seconded the motion, and it passed unanimously.***

Tree Maintenance Contract Approval

Ms. Barnes moved to approve the proposal submitted by Bartlett Tree Experts on July 28, 2020, for tree and shrub pruning and removal and plant health care, at a cost of \$39,900.00 for 2021, \$39,900.00 for 2022, and \$39,900.00 for 2023. Ms. Murtaugh seconded the motion, and it passed unanimously.

Mr. Berchem and the Board praised Ms. Goodwin for her successful efforts in obtaining reasonable bids for three sizable contracts, and for the informative bid form that she has developed.

Alcott Hospitality Room Remodeling Discussion

Ms. Goodwin stated that the Reserve Study does include remodeling both of the HOA Hospitality Rooms, with the Alcott Hospitality Room to be remodeled first, noting that it has been about 15 years since the rooms were updated, and that besides association meetings, the rooms are also rented out for various types of private events. She suggested creating a committee to take charge of the project and possibly engaging an interior designer, noting that doing so could add considerably to the expense of the project. Board members discussed engaging an interior designer and forming a committee. Mr. Connor and Ms. Slattery advised setting a target expense figure first as a budget number for both the committee and a designer to work with. Ms. Goodwin stated that the 2021 HOA budget included an

allotment of \$25,000.00 each for the Eliot Hospitality Room and the Alcott Hospitality Room, but that that amount would have to be increased if an interior designer were engaged. She also stated that she would consult with other property managers and with FirstService Residential for references. In response to Ms. Murtaugh's advice that the scope of the project be decided on first, Ms. Goodwin stated that the Alcott Hospitality Room will need to be gutted, including removing and replacing ceiling tiles and carpeting and remodeling the kitchen and bathroom, and that an area should be devised for storing tables and chairs when they are not needed. She agreed to begin seeking designers to provide proposals.

Additional Business

Ms. Goodwin stated that there was no additional business to be discussed.

DIRECTORS-MANAGEMENT FORUM

Management Report

Mr. Connor expressed his and the Board's appreciation of the informative Management Report. Ms. Goodwin commented on the "Connect" Amenity Reservation Option, which could be used for tennis court reservations on line, and noted that, while the system is free, identification information for every Village unit owner would have to be entered into the system. She suggested possibly using HOA's current website for this purpose instead, including options for signing up and paying for use of the Tennis Center and the Hospitality Rooms. Ms. Goodwin stated that she will work with website developers in case the "Connect" option would not be the best choice for HOA to use. Discussion ensued.

Ms. Goodwin also reported that the proposed 2021 budget has been distributed to unit owners.

Mr. Berchem thanked Ms. Goodwin for printing the Board packet on two sides of each page.

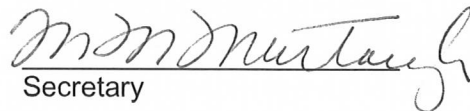
EXECUTIVE SESSION

Ms. Goodwin stated that there was nothing for the Board to discuss in Executive Session

ADJOURNMENT

Upon motion duly made by Ms. Barnes, seconded by Mr. Kaminsky and unanimously approved, the meeting was adjourned at 7:20 p.m.

Respectfully submitted,


Secretary