

**SANDBURG VILLAGE CONDOMINIUM HOMEOWNERS ASSOCIATION  
BOARD OF DIRECTORS MEETING  
November 18, 2020**

The meeting was conducted by Zoom video conference.

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

Also present were Melissa Goodwin, HOA Property Manager, Tahalia Melendez, Assistant 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 QUESTIONS AND COMMENTS**

A unit owner commented that HOA's proposed assessment increase for 2021 is too high in light of current economic conditions and asked about various line item increases. Management and various Board members responded to the unit owner's questions about specific budget line items.

**APPROVAL OF MINUTES**

Ms. Murtaugh asked if there were any additions or corrections to the minutes of the regular Board meetings held on October 28, 2020. There being none, ***Ms. Murtaugh moved to approve the minutes of the Board of Directors meeting held on September 23, 2020, as presented. Ms. Barnes seconded the motion, and it passed, with Ms. Fiacchino, Ms. Meyer and Ms. Schneider abstaining.***



## **PRESIDENT'S REPORT**

Mr. Connor noted that this meeting would be the last one in 2020, and thanked the Board members for their service and their attendance at the Board meetings; the unit owners who attend the meetings; Ms. Goodwin, Ms. Melendez and Ms. Jackson of FirstService Residential; and the HOA Maintenance staff, especially for removing the snow and ice from the malls. He wished everyone a happy Thanksgiving. Mr. Berchem, Ms. Murtaugh, Ms. Goodwin thanked Mr. Connor for his service to the Board.

## **TREASURER'S REPORT**

Mr. Berchem reviewed with the Board the Financial Summary for the period ended October 31, 2020, as follows:

Operating Fund net income, current month:	(\$48,154)
Operating Fund net income, year to date:	\$49,859
Operating Fund balance:	\$237,804
Ratio of Operating Fund balance to one month's operating expenses:	1.7
Replacement Fund interest income, year to date:	\$52,020
Replacement Fund average CD yield:	0.88%
Replacement Fund expenses, year to date:	\$1,713,035
Replacement Fund balance:	\$3,108,768

Mr. Berchem commented that although the current month's net income is a deficit figure, the year-to-date balance is good, that the ratio of the Operating Fund balance to one month's operating expenses is also favorable, that the Reserve Fund balance is excellent, and that overall, HOA's finances are healthy, enabling HOA to pay its bills. He thanked the staff at FirstService Residential for their recordkeeping, and also thanked Ms. Goodwin for her assistance.

## **ACTION AND DISCUSSION ITEMS**

### **2020 Village Capital Projects Update**

Mr. Gaudette reported on the following:

- South Mall
  - South Screen Wall: Work on the wall was slightly delayed by cold weather but will be finished on November 19, including punch list items.
  - South Mall/Pool Repair Project:
    - Eliot House Rear Door: Work on the rear door is complete except for the sealant and the expansion joint seal. The concrete has to cure first. Work will begin on Monday, November 23, and the door will be able to be opened at the end of the day on Wednesday, November 25.
  - South Mall Pool Building: The water testing was completed. There is one small leak into the pool maintenance office.
- Tennis Facility
  - Bridge between Faulkner House and the tennis courts: WJE investigated the tennis courts and talked with Faulkner House property management today. There are a couple of areas where some plastic will be put up to temporarily deflect the water from the cars in the garage, but the



work on the courts has been deferred until the spring of 2021, when the weather will be better. There are a few small areas of leakage, and they will be dealt with when the courts are done. Three contractors will be asked to bid on the work. Discussion ensued.

- North Mall
  - A meeting was held with the contractor who worked on the North Mall about four years ago. Some temporary repair measures will be taken until the spring, when the weather allows. A meeting was held with Rich Mullins of SP+ to explain the temporary protective measures to be taken in the garage, to which he agreed.

Mr. Gaudette further reported that there was a small amount of leakage that occurred at the HOA Management Office after the warranty work was performed, and that WJE is investigating the leak.

The Board thanked Mr. Gaudette, and he left the meeting at 6:58 p.m.

#### **2021 Budget Approval**

Ms. Goodwin stated that the Budget Committee recommends a 3.8% HOA assessment increase and reported that the proposed 2021 budget detail summary, the Schedule of Fees and a cover letter were mailed to unit owners, and Management received and answered three questions from unit owners about the Reserve Study and capital expenses. In response to some concerns expressed by a unit owner, Mr. Berchem explained that the impact of the HOA budget on individual association budgets is one-half percent or less. The unit owner commented on certain expenditures. Discussion ensued. ***Mr. Berchem moved to approve the proposed 2021 Sandburg Village Condominium Homeowners Association operating budget, which includes a 3.8% increase in assessments, and the 2021 Schedule of Fees as presented. Mr. Connor seconded the motion, and it passed, with Mr. Kaminsky and Ms. Thronson opposed.***

#### **2021 HOA Board Meeting Dates Approval**

***Ms. Barnes moved to approve the 2021 HOA Board Meeting dates as presented. Mr. Kaminsky seconded the motion, and it passed unanimously.***

#### **2021 HOA Office Holiday Schedule Approval**

***Mr. Berchem moved to approve the 2021 HOA Office Holiday Schedule as presented. Ms. Schneider seconded the motion, and it passed unanimously.***

#### **CSVCA #7 James/Kilmer Boiler Project – HOA Portion Reimbursement Approval**

Ms. Goodwin explained that the boiler in question heats the North Pool water and the North Pool locker room water, noting that according to the HOA Declaration, HOA must pay one percent of the total boiler replacement cost, which amounts to \$27,555.39. ***Mr. Berchem moved to approve the requested reimbursement of \$27,555.39 per the HOA Declaration requirement to pay one percent of the total boiler replacement project completed for CSVCA #7 James/Kilmer Condominium Association. Ms. Murtaugh seconded the motion, and it passed unanimously.***

#### **Security Contract Approval**

Ms. Goodwin reported that the current security provider is PalAmerican Security, which bought out Intertech Group, HOA's previous security provider. She stated that PalAmerican's contract with HOA expires on December 31, 2020. Ms. Goodwin referred to a summary of information regarding a one-year contract from five vendors for an unarmed security guard to patrol the Village for 12 hours each day Monday through Sunday, using two rotating guards. Discussion ensued. Ms. Goodwin explained



her recommendation to engage SecureOne for the 2021 contract year instead of continuing with PalAmerican. ***Mr. Berchem moved to approve the security service contract with SecureOne Security Services, Inc., at a cost of \$98,032.00, which includes the Patroltrac system, for unarmed security guard services for 2021. Ms. Schneider seconded the motion, and it passed unanimously.***

#### **Additional Business**

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

#### **DIRECTORS-MANAGEMENT FORUM**

Ms. Murtaugh announced that she is resigning from the Cummings-Dickinson Board of Directors and as the Cummings-Dickinson representative to the HOA Board of Directors. She expressed her appreciation of the experience as a director on the HOA Board over the years and cited HOA's many accomplishments. The Board directors thanked Ms. Murtaugh for her service on the HOA Board.

Ms. Goodwin stated that this year there will be no HOA Board Holiday Party owing to the latest COVID-19 pandemic restrictions. Ms. Thronson cited the "Tot Lot Equipment" item in the Management Report, regarding the purchase of new, age-appropriate equipment and additional mulch. Discussion ensued.

Ms. Barnes announced that R2, the owner of the Germania Club building, will host a Van Gogh-related "immersive" art exhibit in the second-floor ballroom area in late December. Ms. Goodwin agreed to promulgate information about the exhibit to the various Sandburg Village property managers to post for their residents' information.

Ms. Schneider thanked Ms. Goodwin for having the hydrangeas that were used in entryway arrangements replanted on the Village grounds, and Ms. Murtaugh complimented Christy Webber on the seasonal evergreen arrangements.

#### **RECESS TO EXECUTIVE SESSION**

The meeting was recessed to Executive Session at 7:27 p.m.

#### **RECONVENE TO OPEN SESSION**

The meeting was reconvened to Open Session at 7:43 p.m. ***Ms. Fiacchino moved to approve the personnel decisions discussed during Executive Session. Ms. Schneider seconded the motion, and it passed unanimously.***

#### **ADJOURNMENT**

There being no further business to come before the Board, the meeting was adjourned at 7:44 p.m.

Respectfully submitted,

  
Secretary

