

**SANDBURG VILLAGE CONDOMINIUM HOMEOWNERS ASSOCIATION  
BOARD OF DIRECTORS MEETING  
October 19, 2022**

The meeting was conducted by Zoom videoconference.

Present: Andrew Baglini – Association 1  
Jim Lothe – Association 1  
Robert Connor – Association 2  
Sarah O’Neil – Association 2  
Diana Levin – Association 3  
Bruce Kaminsky – Eliot  
Gabrielle Thronson – Eliot  
Amy Lorms – Faulkner  
Beth Murphy – Faulkner  
John Berchem – Lowell  
Judy Barnes – Association 7  
Jacque Ehrlich – Association 7  
Barbara Fiacchino – Association 7

Also present were Melissa Goodwin, HOA Property Manager, Tahalia Melendez, Administrative Assistant, and Isela Morris, Property Supervisor, of FirstService Residential; and Paul Gaudette of Wiss Janney Elstner Associates, Inc. Barbara A. Roberts acted as Recording Secretary.

**CALL TO ORDER**

Mr. Connor called the meeting to order at 6:31 p.m.

**UNIT OWNER QUESTIONS AND COMMENTS**

Ms. Goodwin and the Board discussed the sidewalk program, with Ms. Goodwin noting that there is currently a shortage of concrete, such that the sidewalk program is temporarily on hold, with no specific date set for resuming the work, but that HOA is high on the list and work might begin toward the end of the month.

**APPROVAL OF MINUTES**

Ms. Levin asked if there were any additions or corrections to the minutes of the regular Board meeting held on September 28, 2022. There being none, ***Ms. Levin moved to approve the minutes of the HOA Board of Directors meeting held on September 28, 2022, as presented. Mr. Kaminsky seconded the motion, and it passed, with Ms. Ehrlich abstaining.***

**PRESIDENT’S REPORT**

Mr. Connor thanked the Budget Committee for its work, noting that the budget helps maintain HOA’s reserves and that necessary projects, such as the remodeling of the Eliot Hospitality Room, will continue.

## FINANCIAL REPORT

Mr. Berchem stated that he has no report because he has not yet received the September financials, but that he has no reason to believe that the financials will reveal any surprises, adding that HOA's financial situation is good.

## ACTION AND DISCUSSION ITEMS

### 2022 Village Capital Projects Update

Mr. Gaudette reported that the survey of the underside of the mall slabs has begun.

- South Mall:
  - South Pool Concrete Damage: Repair work by Zera Construction, which installed the concrete around the pool, has been scheduled, possibly to begin next week depending on the availability of concrete.
- AB and CD Mall: The concrete shortage also affects work on these malls, but they are ready for pouring once concrete is available.
- North Mall: Work began on October 18. Bulley & Andrews, which performed the original work, is working on the expansion joint at the southeast corner of James House, at the top of the ADA ramp. BACR also hopes to be able to start work later this week on the pool area that was damaged by FFC, taking advantage of the warm weather because membrane work is very temperature sensitive, so the work can be completed before winter.

Ms. Goodwin reviewed with Mr. Gaudette the north and south pool repair expenses and what has been paid by FFC's and HOA's insurance, with \$475.00 still owed. In response to a question from Mr. Connor, Mr. Gaudette described how the stains on the North Pool deck will be dealt with.

***Ms. Barnes moved to accept the proposal submitted by Zera Construction on June 17, 2022, to repair the damage caused by Fitness Formula Club on the South Pool deck at a cost not to exceed \$23,050.00, to be covered by funds collected from FFC's and HOA's insurance carriers, and any other amount to be paid through HOA's operating account. Ms. Fiacchino seconded the motion, and it passed unanimously.***

In response to a question from Mr. Baglini, Mr. Gaudette described the concrete repairs in detail, and noted that Zera holds the warranty on the South Pool deck membrane, such that Zera should perform any necessary repairs, while BACR holds the warranty on the North Pool deck membrane.

***Mr. Berchem moved to accept the proposal submitted by Bulley & Andrews Concrete Restoration on July 8, 2022, to repair the damage caused by Fitness Formula Club on the North Pool deck at a cost not to exceed \$36,312.52, to be covered by funds collected from FFC's and HOA's insurance carriers, and any other amount to be paid through HOA's operating account. Ms. Barnes seconded the motion, and it passed unanimously.***

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

### Proposed 2023 HOA Budget – Unit Owner Distribution Approval

Ms. Goodwin pointed out that the HOA Budget Committee recommends a 7.6% assessment increase in the 2023 Operating Budget, which includes an increase for the 10- and 20-coupon booklets for pool guests as well as for the daily rates, and adding locker rental rates, swimming lesson rates, and an

increased cabana rental rate, all of which are included on the 2023 Schedule of Fees. She explained that approval of distribution of the budget to the unit owners will fulfill the timing requirements for the budget approval process, and that the budget will then be submitted to the Board for adoption at the November 16 HOA Board meeting. Ms. Goodwin also referred to the cover letter, the 2023 budget detail, the proposed schedule of fees, the projected HOA capital expenditures over the next five years, and the historical list of HOA assessments, all of which will be distributed to the unit owners. Discussion ensued about the pool budget, including the management fee, payroll, union expenses, pool chemicals and other items. In response to a question from Mr. Baglini about other options for pool management, Mr. Berchem stated that the matter has been researched thoroughly and that FFC was the only logical choice to manage the pools, so that it is to HOA's benefit to make the relationship work well. Ms. Goodwin noted that other vendors were researched but that FFC was the only one found that could handle daily pool operations, maintenance and management. Discussion ensued about negotiations, FFC's budget, its management fee, lifeguard pay, performance standards, and FFC's duties. Mr. Connor stated that these matters can be reviewed in detail when the 2023 pool season is discussed in the spring. Further discussion ensued about what the contract with FFC covers.

The Board further discussed the budget increase for 2023. Ms. Goodwin advised that the major reason for the increase was the items noted in the Reserve Study that must be addressed in the coming few years, and that some savings were realized except with contract fees. ***Mr. Berchem moved to approve the distribution of the proposed 2023 Sandburg Village Condominium Homeowners Association operating budget, which calls for a 7.6% increase in assessments and includes the proposed 2023 Schedule of Fees, to the Sandburg Village unit owners. Ms. Fiacchino seconded the motion, and it passed, with Ms. Thronson against.***

#### **Bobcat Equipment – Tires**

Ms. Goodwin reminded the Board that HOA owns three "bobcats," and that she and the preventive maintenance supplier recommend new tires for the Atlas S450 equipment as well as for the S70 and Gehl equipment, with installation to be performed by Cassidy Tire & Service, including providing foam-filled tires for the S70 and filling the tires for the Gehl with foam. She described the advantage of foam-filled tires. Discussion ensued.

***Mr. Berchem moved to accept the proposal submitted by Atlas Bobcat, LLC, on September 23, 2022, to provide and deliver new tires for the S450 bobcat machine for an amount not to exceed \$2,854.25. Ms. Barnes seconded the motion, and it passed unanimously.***

***Mr. Berchem moved to accept the proposals submitted by Cassidy Tire & Service to remove old tires and to provide and install tires on the S450, S70 and Gehl bobcat machines for total amount not to exceed \$3,602.19. Ms. Barnes seconded the motion, and it passed unanimously.***

#### **Management Agreement**

Ms. Goodwin stated that the current contract ends on December 31, 2022, and will roll over for a one-year term with an increase of three percent. She stated that if the Board wishes to seek other bids, a cancellation letter must be provided to FirstService Residential 60 days before December 31, and the Board itself must seek the additional bids, as Management would not be involved in the process. In response to a question from Mr. Connor, Ms. Goodwin stated that the contract is exactly the same as the one signed last year. Mr. Connor noted that the Board asked that the provision that Management chooses all vendors be removed, and Ms. Goodwin stated that the provision was removed. Ms. Morris agreed to check the contract to make sure of that. After discussion, Mr. Berchem stated that the contract will be reviewed and then discussed at the next Board meeting.

**Eliot House Hospitality Room Remodeling**

Ms. Goodwin presented some questions posed by the remodeling contractors about which the Board needed to make a decision so the contractors can submit their proposals for remodeling the Eliot House Hospitality Room. She noted that plans include the creation of a larger storage area to accommodate the new tables and chairs as well as the maintenance equipment, and she shared drawings on her computer screen with the Board, describing the proposed changes to the room. In response to a question from Ms. Murphy, Ms. Goodwin stated that the bathroom is not wheelchair-accessible, noting that HOA's property is grandfathered so it is not required to be ADA-compliant. Discussion ensued about placement of a television screen on the south wall. After further discussion, the following choices were made:

- Convert the smaller bathroom to a coat closet.
- Keep the larger bathroom, removing the tub and installing updated amenities.
- Remove the east wall of the kitchen.
- Remove the existing closet, which has two doors, to open up the area and provide access to two exits.

Ms. Goodwin informed the Board that the vendors stated that they would not choose, purchase or install any of the furniture, and asked if the Board wished to form a committee to decide about furnishings or to have Management present options based on the furnishings in the remodeled Alcott Hospitality Room. The Board agreed on the latter. Discussion ensued about promoting the Alcott Hospitality Room, with notices about upcoming events about to be distributed by HOA Management. Ms. Goodwin stated that an informative notice has been posted on the Alcott Hospitality Room window, and agreed to include information about the capacity of the room on the flyer to be created.

**Additional Business**

In response to a question from Ms. Thronson, Ms. Goodwin reported that Chief Engineer Cliff Farmby was very pleased with his 30<sup>th</sup> anniversary gift from the Board, and that he stated that he would use it for an upcoming trip with his son to visit colleges.

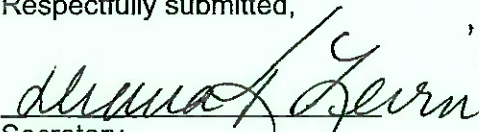
**DIRECTORS-MANAGEMENT FORUM**

Ms. Goodwin stated that there was nothing to be discussed in the Directors-Management Forum, nor would there be an Executive Session.

**ADJOURNMENT**

There being no further business to come before the Board, upon motion duly made by Ms. Fiacchino, seconded by Ms. Barnes and unanimously approved, the meeting was adjourned at 7:42 p.m.

Respectfully submitted,

  
Secretary