

**SANDBURG VILLAGE CONDOMINIUM HOMEOWNERS ASSOCIATION
BOARD OF DIRECTORS MEETING
February 22, 2023**

The meeting was conducted by Zoom videoconference.

Present: Andrew Baglini – Association 1
John Hoppesch – Association 1
David Ruhland – Association 1
Robert Connor – Association 2
Mary Schneider – Association 2
Sarah O’Neil – Association 2
Diana Levin – Association 3
Bruce Kaminsky – Eliot
Gabrielle Thronson – Eliot
Beth Murphy – Faulkner
John Berchem – Lowell
Louise Pauly – Lowell
Barbara Fiacchino – Association 7
Marcie Johnson – Association 7
Nancy Slattery – Association 7

Also present were Melissa Goodwin, HOA Property Manager; Tahalia Melendez, Administrative Assistant (joined meeting at 6:45 p.m.); and Isela Morris, Regional Director, of FirstService Residential; and Barbara A. Roberts, acting as minute taker.

CALL TO ORDER and AGENDA REVIEW

Mr. Connor called the meeting to order at 6:31 p.m. Ms. Goodwin called the roll and declared that a quorum was present. She introduced herself; Isela Morris, Regional Director from FirstService Residential; Tahalia Melendez, Administrative Assistant; and Barbara A. Roberts, minute taker. With regard to the meeting’s agenda, Ms. Goodwin stated that she will present a brief summary report from Wiss Janney Elstner, the representative from which would not be present at the meeting.

UNIT OWNER QUESTIONS AND COMMENTS

There were no questions or comments from unit owners present.

APPROVAL OF MINUTES

Ms. Levin asked if there were any additions or corrections to the minutes of the regular Board meeting held on January 25, 2023. There being none, *Levin moved to approve the minutes of the HOA Board of Directors meeting held on January 25, 2023, as presented. Mr. Kaminsky seconded the motion, and it passed, with Ms. Levin and Ms. Thronson abstaining.*

PRESIDENT’S REPORT

Mr. Connor congratulated FirstService Residential and especially Ms. Goodwin for all that was accomplished in 2022, noting especially the completion of the Alcott Hospitality Room remodeling, the development of plans for the Eliot Hospitality Room remodeling, and many other projects, as well as

keeping work in the Village running smoothly, with excellent attendance by the various employees and especially Ms. Goodwin's skillful handling of the various projects as well as problem solving, such that HOA has enjoyed a very successful three-plus years.

FINANCIAL REPORT

Mr. Berchem reviewed with the Board the Financial Summary for the period ended January 31, 2023, as follows:

Operating Fund net income, current month:	\$239,306
Operating Fund net income, year to date:	\$239,306
Operating Fund balance:	\$176,047
Ratio of Operating Fund balance to one month's operating expenses:	1.1
Replacement Fund interest income, year to date:	\$7,461
Replacement Fund average CD yield:	1.40%
Replacement Fund expenses, year to date:	\$0
Replacement Fund balance:	\$4,245,962

Mr. Berchem stated that the \$150,138.00 in assessment delinquencies shown on the Financial Summary represents delinquencies in payments to HOA from the various individual condominium associations, not from the various commercial spaces. He referred to the Replacement Fund balance, characterizing it as sufficient funds to fix what needs to be fixed, and stating that HOA is thus a very healthy organization. Mr. Berchem then noted that the operating income for January was \$366,000.00, much higher than last year's operating income, and asked Ms. Goodwin to provide an explanation for this. Ms. Goodwin stated that she has been in communication with FFC regarding the disbursement check that HOA should receive each year if collected pool income exceeds pool operation expenses. She explained the following:

- HOA never received the disbursement check for 2019 that it should have received from FFC, such that the funds rolled over to 2020.
- The pools were not opened in 2020 and the 2019 funds remained in an account with FFC.
- The pools were open for only part of the season in 2021, pool income exceeded pool expenses in that year, and the excess funds again stayed in the FFC account and rolled over to 2022.
- Pool income exceeded pool expenses in 2022.
- The total income over expenses since 2019 totaled \$164,725.00. HOA has received those funds in a disbursement check from FFC, resulting in HOA's January revenue figure of \$366,011.00.

In response to a question from Ms. Thronson regarding possible interest earned during the three years in question, Ms. Goodwin stated that she has requested information from FFC about any interest accrued over those three years and is awaiting a response from FFC, which she will convey to the Board. She added that \$30,000.00 was collected in addition to the \$164,725.00 and has been kept in the FFC account, those funds to be in place to start the season, per the terms of the contract with FFC.

ACTION AND DISCUSSION ITEMS

Summary Update from WJE

Ms. Goodwin stated that at its last meeting, the Board did approve cleaning and picking of specific garage ceilings, that this work is scheduled to begin on Monday, March 6 and that it will take two weeks to complete. She noted that she has advised the managers of the individual condominium associations

that will be affected by this project about the work schedule, because unit owners will have to move their vehicles. Ms. Goodwin stated that most of the associations will be affected for only one day, except for A-B, for which the work will take three days, and C-D, for which the work will take two days. She added that she will coordinate with the garage and management staffs of the affected buildings as the work proceeds.

Master Association Resale Disclosure Form

Ms. Goodwin stated that HOA's legal counsel advises monthly review of the Master Association Resale Disclosure form by the Board. She noted that realtors and banks rarely request this form during the course of a sale, because unit owners pay assessments to their individual condominium associations, not to HOA, but that there are some items of information on the form that are occasionally requested, which she has listed for the Board. Ms. Goodwin noted that HOA's legal counsel has stated that the form should be updated monthly, that the form in the Board packet is updated as of January 31, 2023, and that the form is similar to the "22.1 Disclosure" form provided by the individual associations when units are being sold. ***Ms. Fiacchino moved to approve the Master Association Resale Disclosure Form as presented. Ms. Schneider seconded the motion, and it passed unanimously.***

South Pool Color Options

Ms. Goodwin explained that the pool painting contractor was able to provide samples of three shades of blue, noting that the shade of blue originally recommended by the contractor and in common use was "Clear Sky," which some HOA Board members thought might be too dark. She stated that the contractor then provided samples of "Fountainbleu" and "Delft Blue" shades, noting that the Delft Blue, which is the lightest, is similar to the color used on the interior of the JK fountain. Ms. Goodwin added that the fourth option would be the basic white, which is the color of the South Pool interior now. Discussion ensued about the various shades of blue, how long they would last, keeping blue cleaner looking than white, and when a decision needs to be made, which Ms. Goodwin stated is fairly soon. ***Mr. Ruhland moved to approve the color "Delft Blue" for the interior of the South Pool, with black lap lines. Ms. Slattery seconded the motion, and it passed unanimously.***

During the discussion, Ms. Melendez joined the meeting at 6:45 p.m.

Eliot Hospitality Room Remodeling

Ms. Goodwin informed the Board that PC5 Company, the firm chosen to remodel the Eliot Hospitality Room, has recommended inverting the color scheme that was used in the Alcott Hospitality Room, with grey accents on the walls and the kitchen cabinets along with light warm wood flooring, and with earthy accents in the bar stools and furniture. She referred to illustrations of various items for the room included in the Board packet, including furniture arrangements, the kitchen configuration, the storage room and other elements, and stated that colors can be tested on the walls after the lighting is installed to ensure that the room will not be too dark. Ms. Goodwin noted that the radiator units must remain where they are, in the walls beneath the windows, and conveyed a recommendation from PC5 that would make them less conspicuous. Discussion ensued about the suggested colors and furniture arrangements and television, camera and speaker arrangements, as well as how well the color options will work with the proposed new Eliot lobby décor, and when the various elements of the remodeling will be incorporated. Ms. Goodwin stated that the demolition of the existing room is almost completed, and that the estimated time to completion of the remodeling will be about three months, owing largely to availability of materials. Further discussion ensued about various elements proposed for the room. ***Mr. Kaminsky moved to approve the proposed options for the flooring, wall colors, finishes for the***

kitchen countertop and circular bathroom mirror with chrome finishes and grey bathroom vanity, for remodeling the Eliot Hospitality Room by PC5 Company. Ms. Thronson seconded the motion, and it passed unanimously.

Additional Business

Discussion ensued about the 2023 pool season and the arrangements being made for staffing and other aspects of managing the pools, as well as publicizing the pools and possibly offering swimming lessons and extending the season. Ms. Goodwin stated that representatives from FFC will be present at the March HOA Board meeting, at which time detailed discussions about the pool season will take place, and she urged those present to convey questions and suggestions about the pool season to her well in advance of that Board meeting. She did note that, based on past experience, FFC does not recommend extending the pool season much past September, and she stated that a summary of the results of FFC's survey about pool use conducted last year should be available in March. Discussion ensued about launching a more robust program to promote the Sandburg pools in the neighborhood, including using neighborhood Facebook groups. Further discussion ensued.

DIRECTORS-MANAGEMENT FORUM

Ms. Goodwin stated that she had nothing to report for the Directors-Management Forum.

RECESS TO EXECUTIVE SESSION

The meeting was recessed to Executive Session at 7:26 p.m.

RECONVENE TO OPEN SESSION

The meeting was reconvened to Open Session at 7:47 p.m. ***Mr. Berchem moved to approve offering Dr. Reena Shah two months of rent abatement in return for her agreement to add one year to the current lease with a three percent rent increase at year 6. Ms. Schneider seconded the motion, and it passed unanimously.***

ADJOURNMENT

There being no further business to come before the Board, upon motion duly made by Mr. Connor, seconded by Ms. Fiacchino and unanimously approved, the meeting was adjourned at 7:48 p.m.

Respectfully submitted,


Secretary