

**ANNAPOLIS OVERLOOK CONDOMINIUMS ASSOCIATION, INC.
BOARD OF DIRECTORS' MEETING/BUDGET HEARING HIGHLIGHTS
NOVEMBER 16, 2009**

BOARD MEMBERS PRESENT:

Christina Hambruch, President
Gregory B. Milburn, Vice President
Darlene Watkins, Secretary
Hoda M. Rafik, Treasurer
Sharon E. O'Brien, Director

ALSO PRESENT:

Angie Grimaldi, COMANCO, Inc.
Lee Irving, Recording Secretary

Homeowner: Jesse Kellner

CALL TO ORDER: The meeting was called to order at the Eastport-Annapolis Neck Branch Library, 269 Hillsmere Drive, Annapolis, at 6:30 p.m. by Mr. Milburn.

MANAGEMENT REPORT: Ms. Grimaldi handed out copies of the Management Report and Proposed Budget.

1) MINUTES - The September 28, 2009 Board of Directors' meeting Minutes and Highlights were unanimously approved by the Board and signed by Mr. Milburn. Ms. Grimaldi will put the Highlighted Minutes on the website.

2) BUDGET – Ms. Grimaldi reported that the only changes made to the Budget were increases of \$10,000 to landscaping and \$7,000 to snow pushing. In response to Mr. Kellner's question, Ms. Grimaldi stated that the assessments were not going up as the insurance costs came in considerably lower than budgeted last year due to the Association's good claims history at the time of renewal. The premium for 2009 was approximately \$55,000. However, she noted that in January 2009 Annapolis Overlook had a \$90,000 claim due to frigid temperatures causing two sprinkler pipes to rupture in two buildings, damaging a total of six units. She stated that the insurance will hopefully come in at no more than \$100,000.00 for 2010, despite the large claim. Ms. Grimaldi also went over the new insurance law that makes the homeowner responsible for the Master Policy deductible up to \$5,000, if the claim originates in the homeowner's unit. She will send out a reminder to homeowners that they should be obtaining coverage for the deductible and to keep their units in good repair.

Mr. Kellner also inquired if resealing or resurfacing the parking lot was budgeted in the future. Ms. Grimaldi replied that there are no current plans to do that now. She also mentioned that the asphalt institute feels that resealing is more of a cosmetic application and does not extend the time for resurfacing. She reported that she was aware of a property doing a technique called "asphalt rejuvenation". Mr. Kellner asked what percent of the asphalt was owned by the City versus Annapolis Overlook. Ms. Grimaldi replied that the City only owns Cobblestone and would likely not do any of the work. She suggested that the Association could possibly get the work done and bill the City for their portion. With his questions answered, Mr. Kellner departed and thanked the Board for all their hard work.

Ms. Grimaldi stated that money owed by owners had increased to \$30,000 and even though a number of units have gone into foreclosure, in many cases, the money owed is paid when the unit is sold.

The Board unanimously approved the budget as proposed. .

3) CONTRACTS

- a) **Management** - Ms. Grimaldi reported that the 2010 Comanco Management contract of \$56,376 reflected only a \$.50 increase to \$14.50/mo/unit and included the upcoming new management program software, which will also provide a website for the community. The Management Contract was approved by the Board and signed by Mr. Milburn.

Ms. Rafik raised the subject of the Annapolis Overlook website she and Ms. O'Brien were working on. She reported that their design was intended to be more user friendly and look good to prospective buyers. There was further discussion of the website and Ms. Rafik stated she would take additional photos for their new design. Ms. Grimaldi stated that there could be a link on the Comanco provided site to the Annapolis Overlook site.

- b) **ESSI** – The ESSI contract for a new intercom system for 10 Hearthstone Court for \$3,765, which was previously approved via email was formally approved by the Board and signed by Mrs. Hambruch.
- c) **Roof Proposals** – The Board discussed the two proposals received and was surprised at the large difference between the two bids received. As it is only for one building the Board agreed for Ms. Grimaldi to check the references for the lower bid and if they were positive to proceed with that contractor. .
- d) **Doors** – Ms. Grimaldi reported that Jim Riddle's estimate to replace a door on a ground level unit of the Sandstone style of building, would be approximately \$1,000/door. However, he would need to remove one door frame to see what was underneath before he could talk to the manufacturer and get a more accurate estimate. Ms. Grimaldi agreed to find a homeowner to volunteer to have their door frame removed for inspection and put back.

4) EASEMENT – Ms. Grimaldi reported that the recommended Baltimore law firm to work on the easement was requesting a \$2,000 retainer. Ms. Hambruch reported that she had checked with legal counsel and found out that if the property was landlocked (which it is) then the cell tower owner would need the easement to gain access to the tower. Mrs. Hambruch felt that the Association's goal would be to get paid for the use of the access road. Ms. Rafik felt that the Association would not want to give up the property. In response to Mrs. Hambruch's concern, the Board agreed for Ms. Grimaldi to find an Annapolis firm who would be more familiar with the local issues. Ms. Hambruch stated that she knew that Hyatt & Weber specialized in land use and asked Ms. Grimaldi to check into that.

5) COMCAST – In reviewing the Service Agreement sent by Comcast for signature, Mrs. Hambruch felt that they were protecting their equipment against tampering. It was agreed for the Board to review the Agreement and email any questions to Ms. Grimaldi. Ms. Grimaldi stated that the Agreement was good for ten years with subsequent 2 year renewals. The Board further agreed to have the Association's lawyer review the Agreement.

6) ARCHITECTURAL APPLICATIONS – The Board formally approved and Mrs. Hambruch signed the application to install new windows and slider at 50H Greystone Court, as well as, the application for a storm door at 50H Amberstone Court.

7) DOGGIE STATION REQUEST – The request for a dog station to be installed between 30 and 40 Sandstone at the wood line was approved by the Board. Ms. Grimaldi will order one.

8) DOG SIGNS – The Board approved the request for “Scoop The Poop” and “Leash Your Dog! It’s the Law” signs. Ms. Rafik’s father is to research where to purchase the signs (possibly from Peachtree Business Products) and make a list of where they should be located.

9) TRESPASSERS – Mr. Grimaldi reported that she had discussed the issue of trespassers with Nate and he did not feel the planting of sticker bushes would stop the jumping of the fence. Ms. Watkins stated that in her conversation with the homeowner who made that suggestion she learned that the problem was less now that the summer was over and the offenders were back in school.

10) RENTERS AND SECTION 8 – Ms. Grimaldi reported that she had not yet talked with the Association’s lawyer about this issue.

11) CATLETT’S TOWING – Ms. Grimaldi reported that there was no update on this item..

12) RESERVE STUDY – Ms. Grimaldi reported that there was no update and that this item would be deferred until spring.

13) RESIGNATION OF MS. O’BRIEN – Ms. O’Brien said she would have to step down from the Board as of the end of 2009. However, she assured the Board that she would complete the work on the website with Ms. Rafik. The Board noted that a replacement could be selected until a successor is elected by the members at the next annual meeting to serve out the unexpired portion of the term.

14) EMAIL FROM THE POLICE – Mrs. Hambruch reported that she had received an email from the police requesting codes to access the buildings. Ms. Grimaldi asked Mrs. Hambruch to forward the email to her. She further stated that the police and fire department already have access through the Knox Boxes installed on building #10 in each court.

18) FUTURE MEETINGS - There will be no December meeting. The January meeting will be held on January 25, 2010 at the Eastport-Annapolis Neck Branch Library beginning at 6:30 p.m.

ADJOURNMENT:

There being no further business to discuss, the meeting was adjourned at 8:00 p.m.

APPROVED: _____ **DATE:** _____