

ANNAPOLIS OVERLOOK CONDOMINIUMS ASSOCIATION, INC.
BOARD OF DIRECTORS' MEETING HIGHLIGHTS
JUNE 22, 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
Adil Desai, Homeowner

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 Mrs. Hambruch.

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

1) MINUTES - The May 18, 2009 Board of Directors' meeting minutes and highlights were unanimously approved by the Board and signed by Mrs. Hambruch. Ms. Grimaldi will put the highlighted minutes on the website.

2) COMMUNITY POOL PARTY - The Board discussed the Community pool party. Ms. O'Brien and Mr. Milburn both noted they would be out of town. Ms. Rafik stated she would organize the party and attend. Ms. Grimaldi will order the same tent, tables and chairs as last year. Ms. Rafik indicated that a notice should go out mid-July and that a RSVP was not necessary. Brian Hebb of Verizon will contribute \$100 and Ms. Grimaldi will forward his email to the Board members.

3) RECYCLING – Ms. Grimaldi noted that Nate Smith has been watching the recycling area and noted that most of the time the dumpsters are not even full and that an extra recycling pick up each week was not necessary. Ms. Grimaldi stated that Calvert Trash quoted a price of \$85 per dumpster if an extra pick up was ever necessary.

4) FENCE - Ms. Grimaldi reported that installation of the fence had been completed with minor adjustments. All reported that the fence looked good and that Long Fence had done a great job.

5) CITY CODE - Ms. Grimaldi included in the Unit Activity Report information on the City Code regarding the number of occupants permitted in rental units and the required square footage.

6) AUDIT – The draft audit for year-end 2008 was attached to the report. The Board approved and Ms. Hambruch signed the new contract for Kevin Williams, CPA to perform the 2009 audit for \$2600. Ms. Grimaldi thought this was less than last year and will get the actual amount paid last year to the Board.

7) ENTRANCE FLAGS – As Ms. Grimaldi could not locate nautical flags, she ordered the same flags as in past years and they were to be hung on June 23, 2009.

8) CATLETT'S TOWING – As the Board did not know of any towing that had taken place, Ms. Grimaldi will contact Catlett's Towing.

9) RESERVE AND EASEMENT UPDATE – Ms. Grimaldi indicated there was no information on either of these items at this time.

10) POWER WASHING – Ms. Grimaldi reported that she and Nate had walked the grounds and made a list of the worst areas which should be power washed this year. There was a discussion of the mildew and algae problem and the cause and areas affected. In the past, only those areas that actually needed power washing were cleaned during non-painting years. Ms. Grimaldi stated that the community should probably be painted next year and that in preparation of painting the contractor would power wash everything. Ms. Grimaldi will email her list to the Board members for any additions they may have.

11) POOL FURNITURE REPAIR – Ms. Grimaldi noted that Nate would be replacing the missing straps on the furniture shortly.

12) 50L GREYSTONE COURT – Ms. Grimaldi reported that the leak brought up by the homeowner at the last meeting had been repaired prior to the meeting.

13) FALLEN DECK RAILING AT 10 AMBERSTONE – There was a discussion of the deck rail from 10 Amberstone, which fell the week of June 15, 2009. In response to Mrs. Hambruch's question, Ms. Grimaldi stated that the Association is responsible. Ms. Watkins and Mrs. Hambruch felt that all the wood railings should be inspected and repaired as necessary. Ms. Grimaldi will instruct James P. Riddle Construction to put that on their list to do. She indicated that the buildings on Greystone and Hearthstone would have their deck rails checked next year as part of the painting project.

14) POOL KEY CARD REPLACEMENTS – Ms. Grimaldi mentioned that some tenants had their pool bag stolen while at the pool. The owner had requested that they be given a new card at no cost. The Board agreed to replace the stolen key card for free and to have the old one de-activated. They agreed that in the future a police report would be required. There was a discussion of what to do about the situation where an owner wanted a free pool card to replace the one missing from a previous tenant who had supposedly never received the key card. Comanco's records stated that the tenant had requested that Ms. Grimaldi leave the card with Comanco's receptionist in 2007 and that he would pick it up. Ms. Grimaldi said that it would likely take her some time to locate the paperwork signed by the tenant. Mr. Milburn suggested that Ms. Grimaldi have Zelko's Security run a log of each lock, which could provide proof as to whether or not the card had ever been used. She stated that Zelko's charges \$95 for a service call so she usually waits until there are a number of cards to be deactivated at one time. She said she would get a printout for the past two years and will get back to the owner to say she is working on the issue.

14) SECTION 8 RESIDENTS – Ms. Grimaldi reported that the Association could not prohibit Section 8 residents from renting in the Community. Mrs. Hambruch complained about loud music, noise and trash from residents near her unit and felt there were more occupants than legally allowed. Ms. Grimaldi asked Mrs. Hambruch to email her the details and she would then notify the owners with a copy to the tenants. Ms. Grimaldi stated that the City of Annapolis requires that all rental units be licensed with the City and that there is a fee to do so. The City inspects all such units annually and requires that the owner make any necessary repairs. Ms. Grimaldi is planning to send out notices regarding the new insurance law and the unit owner's responsibility. She is also going to ask owners to check the condensate lines on their air conditioning, as these lines frequently back up causing damage to the units and/or the units below. Ms. Grimaldi also indicated that she recommends the Association continue to process insurance claims and then bill the owner for their responsible portion. She noted that the Association is actually responsible for making any necessary repairs for any covered loss under the master policy. Ms. Rafik suggested that the information be placed on the website after Ms. Grimaldi sends out the flyer. The City Code occupant information will also be put on the website. Ms. Rafik and Ms. O'Brien will be meeting with the web designer in a couple of weeks.

15) LOCKBOX – Ms. Grimaldi reported that the lockbox on the railing outside of Ms. O'Brien's unit belongs to the upstairs tenant.

16) YARD SALE – The Board approved Nyla Hendricks organizing the yard sale. She will be reimbursed for her advertising and copying costs and Ms. Grimaldi will email her not to put signs in any location that would block the view from anyone trying to exit the community.

17) PAYMENT PLAN – The Board approved the payment plan proposed by an owner on Amberstone Court to pay an extra \$100/month until his/her account is current.

18) BANKRUPTCY – Ms. Grimaldi stated that an owner of Greystone Court had filed Chapter 7 bankruptcy without reporting the Association as a debtor. The owner had notified the Association of his situation and incorrectly assumed he would be forgiven the debt owed to the Association. Ms. Hambruch asked Ms. Grimaldi to turn the matter over to Gregory Alexandrides, the Association’s attorney.

19) COMANCO WEBSITES – The Board approved Comanco using the plain logo (the one without a shadow) on the Association’s website that will be provided to the Community as part of the new management program Comanco will be implementing later this year.

20) MOWING INTERFERENCE – There was a discussion of the email from the grounds contractor reporting the cost and time lost when a resident complained that mowing had started too early in the morning. Later the crew found that one of their trucks had a tire slashed. In City of Annapolis, work may start at 7:00 a.m. and continue until dusk.

21) MRS. HAMBRUCH’S REQUEST FOR NEW WINDOWS – The Board approved and Mr. Milburn, as Vice President, signed the approval for Mrs. Hambruch to install 7 new double windows and one picture window.

22) CLEAN UP OF TOWNHOUSE YARDS – In response to Mrs. Hambruch’s concern about the appearance of some of the yards/units, Ms. Grimaldi will walk the community and notify those owners whose property needs to be cleaned up, giving them a deadline for the work to be completed.

23) REMOVAL OF UNFINISHED DOG WASTE AREA ON GREYSTONE – In response to Mrs. Hambruch’s request, Ms. Grimaldi will have the grounds contractor remove the gravel, landscape ties and shrubs and turn the area back to grass.

24) PICNIC TABLES – In response to Mrs. Hambruch’s request, Ms. Grimaldi will research the types and costs of picnic tables to possibly be located around the Community. Mr. Milburn felt that the tables might have to be chained to a tree to prevent theft.

25) AUGUST MEETING – In response to Ms. Grimaldi’s request, the Board agreed that there would be no Board of Directors’ Meeting in August 2009.

ADJOURNMENT:

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

APPROVED: _____ **DATE:** _____