

**ANNAPOLIS OVERLOOK CONDOMINIUMS ASSOCIATION, INC.  
BOARD OF DIRECTORS' MEETING HIGHLIGHTS  
SEPTEMBER 27, 2010**

**BOARD MEMBERS PRESENT:**

Christina Hambruch, President  
Greg Milburn, Treasurer  
Darlene Watkins, Secretary  
Eric Hollis, Director

**ALSO PRESENT:**

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

**CALL TO ORDER:** The meeting was called to order at the Eastport-Annapolis Neck Branch Library, 269 Hillsmere Drive, Annapolis, MD at 6:45 by Mr. Milburn.

- 1) **MANAGEMENT REPORT:** Ms. Grimaldi handed out copies of the report.
- 2) **MINUTES:** The Minutes and Highlights of the August 30, 2010 meeting were unanimously approved by the Board and signed by Mr. Milburn. Ms. Grimaldi will put the Highlighted Minutes on the website.
- 3) **AUDITOR:** Mr. Milburn signed the letter for last year's audit stating COMANCO provided the necessary information for the audit. The Board of Directors approved and Mr. Milburn signed the contract of \$2680 for K.Q. Williams to perform the 2010 audit and tax filing.
- 4) **COLLECTIONS:** In response to Mr. Milburn's questions on how collections become older than 6 months. Ms. Grimaldi replied that the collections policy is followed. The Board agreed to write off several delinquent accounts as recommended by the Association's attorney.
- 5) **BUDGET:** Ms. Grimaldi will get the budget to the Board by the end of the week and noted that assessments would be the same as FY2010.
- 6) **COMANCO MANAGEMENT CONTRACT:** Ms. Grimaldi noted that the new Management Contract no longer provides for any free mailings. In the past, the annual meeting, proposed budget, and approved budget mailings were free. She reported that the new COMANCO website was a work in progress. The proposed contract includes a 3% increase from \$56,376 to \$58,068. Ms. Grimaldi will email the contract to the Board for review and if approved to be signed and returned by the end of November.
- 7) **ANCHOR ACQUATICS:** The Board agreed to the same terms as last year at a cost of \$19,450 with the stipulation that it could be adjusted in the future if it was decided to include 2 lifeguards. Therefore the Board will let the contract automatically renew. The Board agreed to the cost of \$30,750 for repair of the pool structure to be completed in two stages: replacement of all the coping tile before the winter, and re-plastering in the spring.

- 8) **ULTIMATE LANDSCAPES BY INTERRA:** The Board approved and Mrs. Hambruch signed the contract for \$43,260 for 2011 through 2012 – a 3% increase over the current cost of \$42,000.
- 9) **STORM WATER MANAGEMENT:** The Board approved and Ms. Grimaldi will provide the new contract which increased slightly over the existing cost.
- 10) **PAINTING:** Ms. Grimaldi reported that the painting had been completed and she would walk the property to ensure all work was completed.
- 11) **ENTRY GATE:** There was a discussion of installing an entry gate and system and possibly security cameras. Ms. Grimaldi will obtain a proposal from Long Fence so the Board would have some idea of the cost of such a project.
- 12) **MEETINGS:** The Board agreed that there would be no meeting in October. The Budget Meeting is scheduled for November 15, 2010.

**ADJOURNMENT:**

There being no further business to discuss, the meeting was adjourned at 7:50 pm.

**APPROVED:** \_\_\_\_\_ **DATE:** \_\_\_\_\_