

**Townhomes of Eastbrooke Condominium
Board of Managers Meeting
February 2, 2021 6:30 pm – Zoom Meeting**

BOARD MEMBER Attendees:

Phase I: George Abraham, Leonard Marks, Joann Arcarese
Phase II: Wendy Fraction, Kathleen O'Brien, Rebecca Zeiner
Phase III: Ava Fair, Danielle Wells, Karl Heath

KENRICK CORPORATION Attendees: Laurie Krenzer, Hans Rozestraten

Hearing: BOM held two confidential hearings with two owners prior to the start of the monthly BOM mtg

Homeowners in attendance: Mark Wheten (404)

1) **Call to Order:**

a) Monthly BOM Meeting was called to order at 6:49 pm by President Karl Heath

2) **Review Agenda:**

a) Move to executive session – Bank fee update & full-time admin
b) Add to executive session – trucks w/plows, HO email requests, dryer vent

3) **Review of the January 5, 2021 Meeting Minutes:**

a) Correction –under New business, Parking Maps item– remove Wendy Fraction's name and replace with Danielle Wells
b) Wendy Fraction made a motion to approve January 5, 2021 meeting minutes with the change above. Seconded by Joann Arcarese. Approved, unanimous.

4) **Review of December 2020 Financial Statements for Townhomes of Eastbrooke Condominium and Brighton Eastbrooke:**

a) A motion was made by Kathy O'Brien to approve the Townhomes of Eastbrooke December 2020 financials. Wendy Fraction seconded. Approved, unanimous.
b) A motion was made by Kathy O'Brien to approve the Brighton Eastbrooke December 2020 financials. Wendy Fraction seconded. Approved, unanimous.

5) **Committee Reports / Updates:**

a) **Landscape:** Joann Arcarese
i) Will check 2020-2021 budget to see if any funds left for spring landscaping
b) **Maintenance:** Karl Heath
i) Clubhouse storage building – electric, overhead doors, gutters all complete
ii) Staff arranging shelves and moving items from maintenance building into storage building

c) **Budget:**

- i) Hans to begin preliminary draft of 7/2021-6/2022 budget
- ii) Property goals are updated each year based on new budget
- iii) Add in new snowblower to 2021-2022 EB budget
- iv) Add funds to update Clubhouse décor/bath to 2021-2022 BEB budget
- v) Set up budget review mtg in March
- vi) BOM must approve final budget by end of May, prefer earlier

d) **Clubhouse décor/bath remodel:** Wendy, Becky, Kathy

- i) Committee has chosen a 3-color scheme
- ii) Karl to contact Daryl @ Exceptional Exteriors for bath quote – pending
- iii) Suggest replace ceiling fans, replace or re-upholster some furniture, add new artwork

e) **Rules:**

- i) *Colored bulbs in exterior lights* – Motion was made by Joann Arcarese to limit exterior bulb color to only white, no colored bulbs allowed, for uniformity throughout property. Kathy O'Brien seconded. Motion approved; 7 yes, 2 abstained. LBK to update Rules & Regulation send out HO mass email
- ii) *Doorbells – standard & video.* 1. Standard doorbells that are mounted on the siding of the building presently are grandfathered in, as moving them could expose holes in the siding. 2. New standard doorbell or video doorbell installations require a Board approved variance prior to installation, must be attached via adhesive on the door trim or door (no screws are to be used)
- iii) *Garage door opener keypads* that are mounted on the siding of the building presently are grandfathered in, as moving them could expose holes in the siding. New garage door opener keypad installations require a Board approved variance prior to installation, must be attached via adhesive on the garage door trim (no screws are to be used)
- iv) *Prohibited on the property (But not limited to)* section of the rules - add vehicles with snow plow to present list
- v) *Refuse storage closet* belongs to unit w/no garage in 5-unit bldgs. HO responsible for closet door replacement, cleanliness, insect removal & for clearing path to closet
- vi) LBK to update Rules & Regulation send out HO mass email

6) **Kenrick Reports:**

- a) **Property Manager Report:** Hans Rozestraten (see attached)
- b) **Superintendent Report:** Jeff Gillette (absent) (see attached)
 - i) Staff checking for old style doors & doors replaced w/out variance. Sending photos to Kenrick for follow-up letters
 - ii) Ground water elimination - Armstrong Waterproofing, still in progress
 - iii) BOM praised staff for their hard work & dedication in snow removal from storm.

7) **Unfinished Business**

- a) **Follow Up on items:** BOM Binders – need 2020-2021 budget copies
- b) **Collection Attorney:** Relin, Goldstein & Crane LLP: Hans has discussed accounts in arrears with Atty Beideman. He & Hans to meet to go over individual accounts & plan next steps
- c) **Benches:** carryover to March 2021 agenda
- d) **Walkaround Violations:** Violation letters in progress

- e) **Parking Maps:** Thanks to Danielle Wells for getting the previous property map updated with legible house numbers. New version will be used by Danielle & staff to update the no parking locations throughout EB. BOM agreed & Karl approved to provide a \$100 Thank You gift card to Danielle's friend for the many volunteer hours that were put into updating this map.
- f) **Reserve Study** – Hans to check w/Global Solutions as to status of study
- g) **Full-time Administrative Assistant:** Wendy Fraction made a motion to hire a full-time admin assist. Seconded by Joanne Arcarese. Motion approved, unanimous. Kenrick to begin advertising.

8) New Business:

- a) **EB Truck Accident 1/21/21.** An EB resident drove his car into the side of an EB property truck, while the truck was parked in front of the maintenance building, pushing the truck into the corner of the maintenance building. Staff witnessed the accident; Neither resident, nor staff were injured. Kenrick Corporation is handling the insurance claim. The EB truck was not drivable and could be totaled. A new truck w/plow was needed immediately, as there was a snow storm pending. Karl Heath focused on securing a new truck w/plow. Delivery was taken within the week. Thank you, Karl for your swift work on obtaining a new truck for the property.
- b) **Condo Building Exterior:** There are 402 condominiums at Eastbrooke and therefore 402 owners. Each owner owns 1/402 of building exterior. Board of Managers are elected by those 402 owners to represent them. Any changes to the exterior of the building must be approved by the Board of Managers, who represent all the owners.
- c) **Greenlight internet** – Greenlight says there has not been enough interest from residents at EB for Greenlight to invest the funds to lay wire and provide internet service.

Adjournment to executive session: Certain items were reserved for executive session.

Rebecca Zeiner made a motion to adjourn meeting at 9:15 pm. Joann Arcarese seconded. Approved, unanimous.

Respectfully submitted by,

Laurie Krenzer

Laurie B Krenzer
Kenrick Temporary Admin Assistant to Townhomes of Eastbrooke Condominium

Reminder: next meeting is March 2, 2021 @ 6:30 pm.

Unless there are hearings to be held prior to the start of the monthly BOM Mtg, Anita Smith, Kenrick CEO, will attend the monthly BOM Mtg. She will address the BOM at the beginning of the meeting.