

OVERBROOK OWNERS ASSOCIATION, INC.

Meeting of Board of Directors

July 19, 2018 – 5 p.m. To 6:30 p.m.

Bill Klenn and Beth Madden's Unit #408

Present: Jeff Brown (#35), President; Denise Margetts (#25), Vice President; Carol Anderson (#29), Treasurer; Dave Richardson (#11), Secretary; Pat Sava (#27), Member at Large

Guests: Bill Klenn (#408), Ad-Hoc contact for maintenance issues; Sue McCauley (#19)

Management: Dustin Jackson, Management Associates

Meeting was called to order by President Jeff Brown at 5:19 p.m. Quorum was present.

Approval of Minutes:

The Board unanimously approved the minutes of the May 22, 2018 meeting.

Management Report:

Dustin Jackson, of Management Associates (Management), presented the monthly budget report for July, 2018. The report Dustin presented showed overall income and expenses generally in line with the annual budget. (See Old Business A for detailed discussion.)

A number of Owners are currently delinquent in dues payments. Dustin said that most of these delinquencies would be corrected without intervention by the Board. The Board suggested a more structured approach to delinquencies with stricter timelines and enforcement might be needed, but that communication with Owners to resolve delinquencies earlier should be a priority.

Old Business:

A) Repairs and maintenance: Previously the board had budgeted slightly more than \$10,000 to cover the cost of the most urgently needed repair and maintenance items. That list included clearing and repairing rain gutters and downspouts, repairing and shoring up gutter drainage splash-blocks, and caulking/painting of siding and windowsills. Costs were estimated by Management to be approximately \$2,000 for gutter/downspout work, \$2,000 for splash-block work and \$1,200 to \$2,000 per building for paint and caulking.

Management informed the board that, though the work noted above had not been entirely completed, expenditures paid out had already exceeded the \$10,000 budget by a very significant amount.

The Board expressed serious concern about Management's handling of expenses, reporting, and project management.

Management agreed to provide a detailed accounting of all work done, time spent and amounts charged as soon as possible, for discussion and action at the Board's September meeting.

(continued)

B) Tree Care Bids: Management presented one partial bid from Bozeman Arborcare for the removal of four dead trees at a total of \$945.

The Board expressed some concern that only one bid had been submitted, and suggested more bids be solicited. The Board postponed a decision until its September meeting.

C) Snow Removal Bids: Management presented one bid for snow removal. Management said the bid was incomplete and covered only snow removal from roadways.

The Board reminded Management that complete and detailed bids are required for the Board to make a decision, and suggested the bid be sent back for more detail, and that more bids be solicited prior to the Board's September meeting.

D) Owner Contact Information: A current list of Owners and tenants has been completed, and will be distributed to all Owners soon.

E) Document Storage: The effort to sort through, organize and safely store the huge volume of Board-related documents compiled by Connie Rumley is continuing.

New Business:

A) Ants/Pest Control: Unit #9 sustained damage to an outside and inside windowsill on the east wall of the unit, due to moisture damage capitalized on by moisture ants. An exterminator sprayed the interior and exterior of the unit at a charge of \$95.

Management said it was looking into possible repair options for Unit #9, and that the exterminator suggested the ants could be a property wide issue. The property has not been fully sprayed in four or five years.

The Board asked Management to arrange for a full inspection of the entire Property, including cost estimates for any necessary spraying, as soon as possible.

General Discussion:

Bill Klenn suggested that a site plan for the whole property should be obtained, showing the locations of sprinklers, utilities etc.

Bill also volunteered to make modest-but-needed improvements on his own until questions about the repair and maintenance budget are answered by Management.

The Board voted unanimously to reimburse Bill up to \$300 for out-of-pocket expenses for materials needed for any common-area projects approved by the Board.

Meeting Adjourned