

**PARK BLOOMINGDALE CONDOMINIUM ASSOCIATION  
MINUTES OF THE BOARD OF DIRECTORS' MEETING  
December 12, 2018**

The Board of Directors meeting of the Park Bloomingdale Condominium Association was held on Wednesday, December 12, 2018 at the Park Bloomingdale Condominium Clubhouse. G. Jenkins called the meeting to order at 7:14 P.M.

**Attendance:**

Present:           Gale Jenkins  
                          Chris Leon (via telephone)  
                          Gina Damore  
                          Jim Ciaffara  
                          Joe Butera  
                          Steve Elmore (EPI)

**Absent:**

**Appointment of Officers** – The meeting adjourned for 5 minutes to discuss officer's positions.

**Approval of Minutes** –

*Motion – Motion by G. Jenkins to approve the October 10, 2018 minutes as presented. Seconded by C. Leon. J. Butera abstained due to be absent at last meeting. Motion approved.*

**Guests** – No Guests were scheduled.

**Treasurer's Report** –

- S. Elmore presented the Treasurer's Report as of November 30, 2018:

Checking Account	\$33,823.03
Accounts Receivable -	\$ 7,671.76
Prepaid Insurance	\$-494.49
Total Current Assets	\$41,000.30
Other Assets -	\$201,172.59
Total Assets -	\$242,172.89
Accounts Payable -	\$40,829.82
Total Current Liabilities	\$38,970.04
Replacement Reserve	\$-130,990.18
Net Income -	\$-17,945.19
Total Equity	\$203,202.85
Total Liabilities & Equity	\$242,172.89

	<u>Total</u>	<u>Budget</u>	
Total Income	\$650,223.98	\$669,458.55	under \$19,234.57
Administrative Expenses	\$2,587.34	\$2,291.52	over \$295.82
Professional Services	\$35,604.03	\$37,854.26	under \$2,250.23

Taxes and Insurance	\$48,285.86	\$46,728.00	over \$1,557.86
Utilities	\$217,469.02	\$233,444.76	under \$1,557.86
Contracts	\$108,028.73	\$112,488.25	under \$4,459.52
Repair and Maintenance	\$134,435.99	\$140,962.41	under \$6,526.42
Bad Debts	\$1,855.83	\$3,666.63	under \$1,810.80
Recreation Expenses	\$18,764.74	\$13,525.00	over \$5,239.74
Reserve	\$101,137.63	\$101,137.63	fully funded
Net Income	\$17,945.19	\$22,639.91	under \$4,694.72

*Motion- Motion made by G. Jenkins to approve the financials that were prepared by management for the period ending November 30, 2018. Seconded by G. Damore. Motion unanimously approved.*

**Committee Reports-**

- There were no Committee Reports.

**Open Forum-**

- **McElmurry 213 unit 112-** Owner stated last year there was a leak in the building and he still has damage in his unit from it. They called about damage but have not heard back from anyone. Also, he heard drips inside the wall and recorded it. S. Elmore stated he will set up with owner a date to get damage fixed and check on what is causing drips.
- **213 building-** Owner stated that owner's are not parking in their correct parking spaces and requested there be a reminder posting about parking in the correct spaces. They believe it is the people that just moved in. S. Elmore will post a reminder notice in all buildings. S. Elmore will send a rule violation letter to 213 unit 212 for noise complaint and they must park in the reserved parking space or cars will be towed without notice. S. Elmore stated to call management to report any cars parked in your space and they will have them towed. Owner stated there are tree branches that have fallen and some branches are hanging over cars. S. Elmore stated they can prune trees and the fallen ones are schedule to be removed.
- Owner stated that parents form the football games were still parking in the Association. S. Elmore stated to call management when that happens and cars will be towed.
- **110 unit 207-** Owner stated he is a new owner and stated the tree branches in front of their building when it snows they hang low. The board stated that this last storm was a bad one and it caused a bunch of tree issues. Owner wanted to know if there were any plans to update the work out facilities as the weigh machine does not work properly. G. Jenkins stated they have budgeted to replace one machine a year as the budget allows. S. Elmore will have company come out and service the weight machine.
- **Mukahirn 124 unit 301-** Owner stated there use to be guest spots that were west of 125 past the garage but now they are marked reserved. The Board believes this is an error and will look into it.
- Owner wanted to know if the vents were going to be cleaned this year. S. Elmore stated they will be cleaned in 2019.

**Rule Violations Appeals-** Appeals will be addressed in Executive Session.

- **206 unit 107-** Owner stated he received a violation for census card. Owner stated no one was living there at the time. G. Jenkins stated the rules stated that a census card must be turned in by January 1<sup>st</sup> regardless if anyone is living there or not.

**Management Report** – S. Elmore (EPI Management Co.) reported on the following items

- **2019 Proposed Budget-** S. Elmore presented to the Board with a copy of a notice that was sent to all Members regarding the 2019 proposed budget that reflects an increase of 1.95%. S. Elmore will send out the finalized 2019 budget, a schedule for the 2019 assessments, a copy of the meeting notice for 2019, a 2019 census card, and an ACH check format for those that want to use the Association's ACH assessment payment program.

*Motion- Motion made by J. Ciaffara to approve the 2019 budget with reflecting an increase 1.95%. Seconded by G. Jenkins. J. Butera abstained. Motion approved.*

- **Annual Fire Inspection-** S. Elmore presented to the Board with a copy of the annual fire inspection that was sent over to Bloomingdale Fire Department.
- **Vent Cleaning-** S. Elmore presented to the Board with a copy of the cancellation vent cleaning notice. J& H has discontinued service due to medical issues. Management went to Lint Fighters who had submitted a proposal for the vent cleaning at the same cost as J&H \$60 per unit. Any unit that had a professional company do their vent cleaning within the last year would be exempt pending receipt of paid bill. S. Elmore will get a cost to inspect fire places.

*Motion- Motion made by J. Ciaffara to approve Lint Fighters at a cost not to exceed \$60 per unit which is a bill back for the individual unit owners that have laundry inside their units. Seconded by G. Jenkins. Motion unanimously approved.*

- **AAL Automatic Apartment Laundries Contract-** S. Elmore presented to the Board with a copy of certified notices that were sent to AAL & Wash Multifamily. Equipment will be removed by January 2, 2019. Management will obtain bids for laundry services.
- **Carpet Cleaning Notice** - S. Elmore presented to the Board with a copy of the notice that was sent to all Members. Carpet cleaning will be completed the week of December 3, 2018.
- **2019 Projects-** S. Elmore stated to the Board management recommends the following 2019 project:
  - Re-Landscaping of the property- The expansion of formal beds in front of each building with paver borders and new plant material.

- Replacement of the 1<sup>st</sup> floor carpet hallway areas with vinyl wood planking as several hallways are in poor condition due to hot water tank leaks/replacements.
- Concrete replacement of some of the rear entry slabs. This could be knocked out and replaced with stone. Lower priority.
- Review of Construction of storage containers on the old gazebo area. These areas would be wood framed with a vinyl exterior with no insulation and no electricity. See if owners are interested in renting these proposed storage containers.
- Rear Entry door replacement- The replacement of those rusted out rear entry doors with new vinyl doors.
- Replacement of the front entry lanterns to update the entry of the buildings for something brighter and more modern.
- Power washing of all front entries to remove the mold and stain. Management is currently obtaining bids for this.

**Inspection Report-** S. Elmore reviewed the inspection report with the Board

**Sales-**

<u>Unit Address</u>	<u>Sale Price</u>
104-108	\$145,000
120-112	\$163,000
214-103	\$134,000
120-217	\$163,000

**Unfinished Business-** All unfinished business was previously discussed.

**New Business-** All new business was previously discussed.

**Adjournment-**

*Motion – Motion by G. Damore to approve adjournment of the regular meeting to executive session at 8:35 p.m. Seconded by J. Ciaffara. Motion unanimously approved.*

*Respectfully Submitted –  
EPI Management Company, LLC*