

Madison Ridge Condominium

Board of Directors meeting
September 14, 2011
Cub Run Association Clubhouse
14806 Rydell Road, Centerville, VA

Meeting minutes

I. ATTENDEES:

Board Members Present:

Hui-Ling Wong	President
Netta Riley	Vice President
Amanda Smith	Treasurer (late)
Helen Oliver	Secretary

Board Members Not Present:

Steve Tart	Member-at-Large
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Others Present:

David Crone	Property Manager
Brian Davis	TD & D Unlimited, Presenting bid for repairs

II. CALL TO ORDER

Hui-Ling Wong called meeting to order at 7:34 pm.

III. OPEN TO OWNERS

Hui Ling Wong gave a brief run down of what stage the board is in regarding the transition study. She showed owners where the association is financially. The owners were informed that the board is reviewing bids to make repairs to tuck pointing, railings, trip hazards, back stairs, and gutters.

The owners of 14901 #304, Ferrante, have leaking windows. The board will have them inspected. Once inspection is done a decision will be made on the action that the board will

take. Brian Davis (TD&D Unlimited contractor) was asked to inspect their windows.

Budget is due in Oct. A new assessment will be issued starting in January. There will be an increase, but the board has not determined how much of an increase there will be.

IV. PRESENTATION OF BID PROPOSAL: Brian Davis TD & D Unlimited

Brian Davis explained what Tuck pointing is. The mortar between bricks are cracking. The contract price for tuck pointing is \$1,800 for approximately 100 square feet of deteriorated mortar.

The next issue addressed in the bid is the railings. There are many that are rusting. The back stair risers are rusting. The contract price is \$1150 per set (2).

Sidewalk replacement to repair approximately 50 square feet of deteriorated concrete. The contract price is \$500.

The contract price is based on worse case scenario. Brian Davis gave to option to do all the work at a time and material rate of \$55 per man hour and materials plus 15%.

If contract is approved, TD&D Unlimited could start work as soon as Saturday Sept, 17, 2011. Brian Davis will post notice for the work being done.

David Crone vouched for the quality and honest work that TD&D Unlimited does.

Fixing and cleaning gutters can be added under time and material rate.

Brian Davis' crew will need 1 parking space in front of each building (9 spots). Owners will be notified that if there is a caution cone in their parking spot it is for the workers and to please park in an open parking spot. David Crone will notify towing company that they are NOT to tow while TD & D Unlimited is working.

Owner of parking spot 119, volunteered her parking spot to be used.

A bid for fire stops was requested from Brian Davis (TD&D Unlimited). As well as a bid for the drywall on the top ceiling in the back stair well of building 14901.

The board is waiting for a bid from Steve Tart on fire stops.

(Brian Davis left the meeting)

David Crone recommended we authorize \$20,000 to see how much TD&D Unlimited can get done with that budget. Tuck point and railing being the priority.

David Crone will talk to Kelly from TD&D Unlimited and request a daily update on their work.

Motion: Helen Oliver moved, Amanda Smith seconded, to paint railings black. The motion passed unanimously.

Motion: Netta Riley moved, Hui-Ling Wong seconded, to approve TD & D Unlimited to do the repairs in the bid, with the amendment of payment based on time and material of \$55 per man hour and materials plus 15%, not to exceed \$20,000. The motion passed unanimously.

David Crone informed the board that there is the option to pay TD&D Unlimited on a payment plan. Which will give us the ability to authorize TD & D Unlimited to do more work later.

V. UNFINISHED BUSINESS

David Crone advised that painting the fire lanes and striping and renumbering the parking lot would be a great face lift, that owners would appreciate. Don't change parking assignments but create new number system. Extra parking spots will be left as open and not marked as visitor parking.

David Crone has an estimate for striping, will send board the bid.

The parking assignment list is incomplete, building 14807 is not recorded. David has notices for building 14807 requesting them to report their parking assignments. Hui-Ling Wong and Helen Oliver will work on figuring out parking assignments, to include how 14801 #102 has two parking spots.

Tree removal should be put off until late November/December because we will get a better rate during the winter.

The board discussed the recent concern for our bill with AAA Recycling and Trash Removal and being charged for recycling. Our AAA Rep is Trey Scott, who is currently out of the office. David will check if we have "Dump all", contents of the dumpsters are taken to the plant and sorted for recycling. If we do then our contract is fine. If not, further action needs to be taken to sort out the missing recycling tubs.

Reminder to call the non emergency police number when others use our dumpsters.

Reminder to call the police if kids are loitering/smoking/littering on our property, specifically in the stair wells.

David has letters to send to all owners about balcony policy, condo blog, and asking owners for email addresses. David will send the printed letters to Amanda and she will deliver them. Owners will have 14 days to comply, violators will be cited and brought to a hearing. The board has the right to assess a one time payment of \$50 or \$10/day up to 90 days and revoke parking privileges and access to pool.

VI. Executive Session

Motion: Netta Riley moved, Hui-Ling Wong seconded, to go into executive session at 8:35pm.

Motion: Netta Riley moved, Amanda Smith seconded, to come out of executive session at 8:41 pm.

Motion: Hui-Ling Wong moved, Netta Riley seconded to send 10 day demand letters to units #0114, 0122, 0714 and 0124.

VII. ADJOURNMENT:

Motion: Netta Riley moved, Helen Oliver seconded, to adjourn the meeting.

With no further business, Hui-Ling Wong adjourned the meeting at 8:55p.m.