

**VALLEY LO TOWERS I**  
**REGULAR BOARD OF DIRECTORS MEETING**  
**May 21, 2020**

Board President Lynne Goldman called the Board of Directors Meeting to order at 7:10 pm. A quorum of Board members were present.

**NEW BOARD MEMBERS PRESENT:** Lynne Goldman  
Anne Gardner  
Dixie Elwell  
Jim Janus  
Mary Bielinski  
Paul Kaiser  
Florence Bubes

**BOARD MEMBERS ABSENT:** None

**ALSO, PRESENT:** Kevin Sanders, Braeside Management  
Homeowners

**APPROVAL OF MINUTES**

**Motion** was made by Ms. Gardner, seconded by Ms. Elwell and unanimously passed to approve the meeting minutes of January 23, 2020.

**PRESIDENTS REPORT**

Ms. Goldman said she hopes we only have to have a Zoom Board meeting this one time. She thought Erel Maintenance was doing a good job of cleaning and sanitizing the buildings.

**TREASURER'S REPORT**

The Cash account (also known as checking) at the end of March had \$74,864.07, which was within the normal range, and was an increase of \$18,461.56 from the end of February.

The Reserve account (also known as savings) had a balance of \$1,102,800.30 at the end of March, which was an increase of \$13,134.12 from the end of February. The monthly budgeted income to the Reserve account is \$12,566.67. The year-to date budgeted income to the Reserves is \$37,700.01, and the year-to-date actual income to the Reserves is \$40,345.07.

The Total Assets balance is \$1,172,815.52, with an increase of \$32,137.64 from the end of February.

The total expenses monthly budget is \$54,455.25. The year-to-date-budgeted expenses are \$163,365.75 with \$166,877.22 being the actual expenses through March. Total expenses are over plan by \$3,511.47. Some of those expenses include utilities, maintenance payroll and the tax appeal.

There were no Reserve account payments made during the 1<sup>st</sup> quarter. During the 2<sup>nd</sup> quarter, \$2,647.50 was spent for a roof engineering study of the 2000 building, and \$9,468.00 was spent for replacement of the 2020 building's sanitary pipeline.

**Motion** was made by Ms. Elwell, seconded by Mr. Kaiser and unanimously passed to approve the Treasurer's report.

## MANAGEMENT REPORT

### OLD BUSINESS

The Board and Management have been keeping up with the CDC guidelines, and taking all necessary, recommended precautions to minimize the spread of the virus. Masks are also required for all residents in the common areas.

Elliott has recently released the final assessment values for the property tax appeal. The values were reduced by \$50-70.00 per unit. This information will be sent to the owners, and the charges will be added to the unit ledgers.

There was a spring walk-around with Management and representative Muriel Pick from Apex to allow her to become familiar with the property and make suggestions.

Errel's Maintenance started in February. Adrian is the primary janitor and Ejsber is the on-site supervisor. When Adrian is unavailable, Luis is his backup. They have cleaned and painted the garbage rooms, and Management would also like the garbage chute rooms to be painted as well. Their emergency response is very good. Please let Management know if there are any issues.

A proposal was submitted by Forbel for \$24,768.00 to install cell booster equipment in each garage. The cost was thought to be too high, so the Board will look into other options.

### NEW BUSINESS

A 3 year Landscaping Contract with Apex was ratified. The base price for the 2020 contract is \$28,576.00, with a 60 day termination clause.

**Motion** made by Ms. Elwell, seconded by Ms. Bubes, and unanimously approved.

The HVAC Contract with 5 Star Heating and Cooling for spring maintenance was ratified. The residential contract for AC maintenance was \$8,850.00 and the commercial contract for common area maintenance was \$1,200.00.

**Motion** made by Mr. Kaiser, seconded by Ms. Bielinski and unanimously approved.

2020 east and west garage sprinkler heads need to be replaced.

**Motion** was made by Ms. Bielinski, seconded by Ms. Goldman and unanimously approved for Cole Fire Protection Inc. to do the work for \$3,483.00.

Due to numerous drain back-ups, Management is looking into proposals for drain line maintenance. Since it was decided to rod both vertical and horizontal lines, revised bids are necessary.

Service Building Maintenance provided a proposal for washing of external glass windows of both buildings, minus sliding glass doors for a cost of \$2,020.00.

**Motion** was made by Ms. Bubes, seconded by Ms. Bielinski and unanimously approved.

There was a Landscaping Commission meeting in June, where several different improvements were discussed.

**Motion** made by Ms. Gardner, seconded by Ms. Bielinski and unanimously approved to back remove 18 dead bushes on the north side of the 2000 building, and replace them with 18 Dogwoods or a total of \$1,080.00.

Other decisions will be forthcoming.

There was some discussion about security in regards to camera placement and access control, and the various options that exist, including phone apps and key fobs. More information is needed before any decisions are made.

**ADJOURNMENT**

**Motion** made by Ms. Elwell to adjourn the meeting at 9:41pm, seconded by Ms. Bielinski and unanimously approved.

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