

**THE RIVERVIEW ASSOCIATION, INC.
DIRECTORS' MEETING # 4 FRIDAY, NOVEMBER 18, 2016
MINUTES**

ATTENDEES:

Jim Glass – President
Suzanne Daniel – Vice President
Jim Carraway – Treasurer
Jill Hershfield – Secretary

Brian Casey
Fred Hart
Geri Kenyon

Jim Glass called the meeting to order at 11:02 with all directors present.

Jill reported the notice of the meeting was posted and emailed 48 hours before the date of the meeting.

Treasurer Report: Jim reported a beginning operating balance for November of \$58, 553 and reserve balance of \$188,778. He projects a year end rollover of \$38,700.

Secretary Report: Approval of June 13, 2016 Board Meeting #3 Minutes – as there were not corrections
Suzanne: Motion to approve the minutes of Board Meeting#3 as written. Second: Jim C. Vote: all in favor

NEW BUSINESS

1. Annual Meeting

Discussion on the need for a speaker system for meetings so owners can hear better. Jim G. and Fred will take on this project.

Jill reported that the first notice of the annual meeting was delivered to all owners. No owners have submitted "Intent to be Candidate" for the Board. The three directors whose terms end, Jim Glass, Jill Hershfield and Geri Kenyon, are undecided whether they will run. A notice reminding owners that candidates are needed has been posted.

Voting certificates need to be completed before the annual meeting on January 14, 2017. Jill asked for volunteers to assist in reviewing the ones currently filed and contacting those owners who do not have a certificate on file. Geri and Suzanne volunteered.

2. Opt-Out Sprinkler System Update

Jim G. reported all the necessary filing is completed. All documents supporting the association opt out vote have been added to The Riverview files. Baker & Poliakoff are completing the required filings. A certificate confirming that The Riverview voted to opt-out of the sprinkler system will be added to all owner Blue Books as this document is needed in the event their unit ownership changes. The Board thanked Jim G. for all his work on this very detailed project.

3. Balcony Décor

The Riverview CC&Rs state that nothing should alter the appearance of the building. The Board agreed to enforce this rule and not permit any mounted objects on the balcony walls. This reminder will be added to future Orientation Meetings and added to our Rules & Regulations section of the Blue Book. In addition to the walls, drilling holes in the balcony ceilings to hang objects is not permitted. Future "Compliance Checks" will include checking both balcony walls and ceilings.

While there is no rule prohibiting carpeting on balcony floors, it is discouraged. As was witnessed during the removal of carpeting for the whole building cleaning, carpet retains dirt and water plus promotes mold.

4. Maintenance Proposed New Projects – Jim G.

- **Painting of Balcony Ceilings** – Not all the ceilings cleaned up as well as we would prefer due to age. The Board decided to defer all balcony ceilings painting to when we paint the entire building. However, there are several ceilings that are really in need of painting now. Fred, Jim G. and Suzanne will check the ceilings and prepare a list for Bob C. to paint.
- **Repainting Entrance Doors** – Several contractors have been contacted to quote on prepping and painting all the unit doors. The doors were not painted properly last time as latex paint was put over oil base plus the door handles and trim need to be updated. Jim G. will present several solutions and costs at the next meeting. Bob will touch up all building doors (stair well, etc.), unit doors that are peeling badly plus elevator frames until the unit doors can be totally repainted.
- **Mulching of Beds and Rock Addition to Various Areas** - It was discussed that mulch and rocks should only be added to areas that will not be changed when we update our landscaping. Suzanne will head getting bids for refreshing the beds on a regular basis.

5. Maintenance Project Management

Employee Review – Jill proposed that we schedule a closed Board meeting to review our current part time employees. The Board agreed and Jill will schedule meeting for some time after Thanksgiving.

OLD BUSINESS

1. Maintenance Projects Status – Jim G.

- **Building & Balcony Cleaning** – The committee was very pleased with the work done by Gorilla Kleen. They added cleaning the hurricane shutter boxes at no extra charge. Jim pointed out that the shutter boxes will be painted when the entire building is done.
- **Balcony Painting** - Bob completed Tuesday.
- **Shrub Removal from West Side of Building** – Bob cut down the hedge and scrubs. He should remove the shrub trunks. If it still attracts homeless, the hedge will be removed.
- **Cleaning Front Building Grounds** – Bob power washed this area today.
- **#702 Door** - This is still not satisfactory. A contractor has measured and ordered a new door. He is scheduled for Monday, November 21st, to hang a third door. Suzanne will supervise.
- **#102 Patio Carpet & Door** - Bob will work with the owner to remove the patio carpet and pressure wash the area.

A previous owner changed the slide patio door to French door. The owner wants to install a new door. The Board agreed he can decide which style he wants. If French door, a signed note will be created to be part of the unit's documentation for future sale explaining that this exception was approved.

- **Elevator Mechanical Room Leak** - This was not a roof leak but from the wall mounted A/C unit. Bob has corrected.

- **Front Parking & Back Driveway Surface** - The three asphalt companies contacted agreed there is enough sealer on the driveway surfaces. The cracking and current appearance is a sign that the foundation needs to be replaced and firmed up then the front and back repaved. Other than appearance, it should be good for many more years. The Board agreed to wait and see. Bob will pressure wash and paint the front and back parking lot curbs.
- **Resident Trash Disposal** - Trash disposal down the chute continues to be a dirty, unhealthy, time consuming cleanup problem. Also, having loose garbage in the trash room, attracts all kind of "crawling creatures". The Board agreed this unsanitary, unhealthy situation requires the residents to properly bag all items that are sent down the chute.

One final attempt to solve this problem without fining the residents, The Association will give residents samples of the type of garbage bag to use. After residents, have received bags and advised to purchase and use same type, if the problem continues the Board will consider fining those still using improper trash bags or not bagging trash.

- **Loud banging on the weekend** - Several residents have complained about loud handyman work being done on the weekend. Notice will be posted reminding residents of our rule for weekend work in the building

2. Committee Reports

- **Awning (Brian Casey)** – Three preliminary bids of \$ 9,999, \$ 23 -25,000, and \$45,000 representing different configurations. Brian passed around photos of the various styles. The awning committee along with landscape will present an integrated plan within 30days.
- **Elevator Contract (Fred Hart)** – Fred reported that a detail report was emailed to the Board. The committee was pleased with the new contract with Otis which included discounts and new elevator pads. The Board thanked Fred and the committee.
- **Hallway Covering (Jim Glass)** – The committee considered three different coverings: tile, apogee, and carpet. Tile and apogee were not an option after further study. A better grade of carpet with different covering at the elevator door is being researched. Carpeting is also cheaper maintenance cost than the other two options. This project is not the top priority it previously was as Tuffs cleaning removed most of the dark stains.
- **Hallway Ceiling Repainted** – Repainting all the ceilings is being reviewed and will be done with the entire building painting.
- **Landscaping (Suzanne Daniel)** - The Board decided to obtain estimates for a total update of our landscape from our current lawn service and other landscape contractors. The landscape committee will collaborate with the awning committee on design considerations necessary related to a new awning. The committee will also obtain estimate for mulching and refreshing rock areas on a regular basis. For now, this will be for the current landscape but will be addressed in our updated landscape plan bids. The sprinkler system will also be reviewed as back areas are not getting enough water.
- **Orientation Meeting (Jill Hershfield)** - There will be additional items added to the Orientation Meeting agenda such a balcony décor and proper bagging of house hold trash. When the Rules & Regulations are updated, she and Fred will work together to decide if more items need to be reviewed at this meeting. Follow up on the new resident/owner documents will be completed before the end of the year.

- **Rules & Regulations (Fred Hart)** – This committee will begin updating Rules & Regulations and add to Blue Books at the January annual meeting. The Opt Out certificate and key Orientation Meeting handouts will be added to each Blue Book at this time too.

3. Budget for 2017 (Jim Carraway)

Copies of the proposed budget and report explaining any changes was emailed to the Board prior to the meeting. Jim C. asked if there any discussion. The Board agreed no additional discussion was needed. Jim C. made a motion to accept the proposed budget for 2017 as presented. Second: Jill Vote: Unanimous to accept.

Jim C. stated the new maintenance amount is effective beginning for the 1st quarter due January 10, 2017. A copy of the approved 2017 budget will be distributed to owners with the meeting minutes.

There being no additional business to discuss, Jim G. made a motion to adjourn. Casey: Second Vote: all in favor. Meeting was adjourned at 2:30pm.

Respectfully submitted,



Jill S. Hershfield
Secretary