

## **The Commons at New Street**

### Board Meeting Minutes

May 29<sup>th</sup> 2024 – 4:30 PM

via ZOOM

#### I. Call to Order -Attendance

The meeting was called to order at 4:35. In attendance: Karen Oglesby (Chancellor), Juliana Martel, Edsel Tan, Larry Fitzgerald, Jason Muscavage, and Chris Knell.

#### II. Minutes Approval – 2024 Annual (March 20<sup>th</sup>)

The Annual Owners Meeting minutes from the March 20, 2024 meeting were approved. The meeting minutes from the March 20, 2024 Executive Board were approved contingent on adding a list of the attendees.

#### III. Financial Review

- a) Delinquencies – At this time, only one owner is delinquent. Dues through the end of the year for this owner have been accelerated bringing the total delinquency amount to approximately \$18,782. Legal proceedings are underway.
- b) Reserve Fund – The value of the reserve fund is presently approximately \$83,000.
- c) Reserve Fund Transfers and Cash Flow – Due to the delinquency, monthly transfers to the reserve fund will not be made for May. This may continue for some time. It is anticipated that once the delinquency is remedied, the reserve fund will be made whole.

#### IV. Old Business

- a) Permits for Parking Lot Fence – Two primary options were identified 1) avoid the need for a permit and install instead a 6' fence 2) proceed with the permit application for the 8' fence and

hope that Zoning does not require that the association move the curb-cut to match the location of the parking gate. If moving the curb-cut is required, the cost of the project will increase significantly. Some board members felt that if we cannot have an 8' fence installed that we should not proceed with the project since a 6' fence will not significantly improve security. Karen was directed to advise O&S that they should proceed with the permit application and the board will await L&I's response before making a decision on the future of the project.

- b) Dryer Vent Cleaning – It was generally agreed that dryer-vent cleaning be required for all units that do not have vent-less dryers. The association will coordinate with a vent cleaning contractor. Karen will send a memo out to all owners. Cleaning will be scheduled not less than 30 days after the memo is sent. The cost per vent will be approximately \$230.
- c) Roof – Inspections, Policy – It was recommended that a reminder be sent semi-annually to all owners stating that to avoid compromising the roof warranty, any work done on HVAC units must first be approved by management.
- d) Basement Project – A motion was made to proceed with the O&S proposal to develop documents for a short-term solution for the deteriorating structure in the utility basement under the sidewalk. The motion was seconded, and all voted in favor of proceeding.
- e) At this time, the potential project of replacing the flooring in the hallways has been tabled.

## V. New Business

- a) Nolt Reimbursement Agreement for 4B – It has been more than a year since the roof project was completed. No additional owners have notified management that they are experiencing HVAC problems caused by the roofing project. A motion was made and seconded to authorize documents that release Nolt

from further responsibility for damage to HVAC systems. The motion was approved.

- b) Leak in 1B – Sealing Exterior Wall – A motion was made and seconded to authorize the emergency repair of the leak in 1B for \$1,000 by Weber. All voted in favor.
- c) Coating 6A Exterior wall – This work addressing the ceiling leak in 5B for \$2,500 was previously approved via a vote by email.
- d) AC Condenser Mounting Bracket on Roof (2A) – Karen is getting a second quote for this work to repair the mounting bracket. Karen will review the condo docs to determine if the cost of the repair is the responsibility of the association or the owner.

VI. Next Meeting – The next meeting will be held after we have additional information about the parking lot fence permit and about the probably costs for the short-term basement project.

VII. Adjourn – The meeting was adjourned at 6:10.

### **The Commons at New Street**

#### **Board Meeting Minutes**

**September 30<sup>th</sup> 2024 – 4:00 PM**

**via ZOOM**

#### **I. Call to Order -Attendance**

The meeting was called to order at 4:02. In attendance: Karen Oglesby (Chancellor), Juliana Martel, Edsel Tan, Larry Fitzgerald, Jason Muscavage, and Chris Knell.

#### **II. Minutes Approval – May 29<sup>th</sup> Minutes**

The Annual Owners Meeting minutes from the May 29, 2024 meeting were approved.

### III. Financial Review

- a) Delinquencies – At this time, only one owner is delinquent. The amount owed is \$20,411. This includes the dues for the remainder of 2024 as well as late fees and attorney fees. A judgment was awarded in the association's favor by the court. The appeal period passed without objection from the owner. The next step is proceeding with the foreclosure process. It was discussed that this particular owner has forced the association to attempt to foreclose at least 3 or 4 times in the past. It is anticipated that to get to the point of a sheriff sale will take at least 6 months, possibly longer.

It was noted by Karen that there is nothing the association can do to put additional pressure on the delinquent owner.

- b) Reserve Fund and Operating Fund – The value of the reserve fund is presently approximately \$74,600. This is down from \$83,000 in May 2024. For the past 6 months, Karen has not had sufficient funds to make any transfers to reserves and has had to make withdraws to cover expenses. It was reported at the May meeting that Karen would be unable to make the planned \$1,364 transfer to the reserve fund and that this would continue until the delinquency is remedied.

The value of the operating fund is about \$6,900. However, accounts payable have grown to approximately \$27,900 (some of which, due to their nature, should be paid from the reserve fund) . This is a concern since without collecting on the delinquency, additional funds will have to be withdrawn from the reserve account to cover the unbudgeted expenses.

The board requested a summary of variances from the budget so that the source of the higher-than-budgeted expenses can be understood in detail. Karen will provide this information. The following unusual expenses were briefly mentioned:

Un-budgeted Operating Expenses

\$1,679	legal for delinquency
\$3,070	snow delta
\$1,500	5 <sup>th</sup> floor carpet removal
\$1,253	other maintenance
\$2,876	Special Additional Reserve Transfer - for loan principal monthly
<u>\$10,378</u>	<u>Total</u>

Reserve Expenses

\$1,885	O&S (parking lot permit)
\$4,500	O&S (shoring drawings)
\$2,500	wall coating 6A
<u>\$8,885</u>	<u>Total</u>

- c) Funding for Proposed Projects – It was discussed that due to the delinquency and expenses running over-budget, it would not be prudent for the board to approve all of the various projects being contemplated. The only way to do so would be to make a special assessment. The board asked Karen if she could prepare some funding scenarios that would include higher month dues and a possible special assessment.

Concern was raised about the possibility of a special assessment since there have been a number of them over the past 3 years.

It was discussed that it will be necessary to increase dues to cover the income shortfall created by the delinquent owner and that this should be built into future budgets since the owner has such a long history of not paying.

It was discussed that the board and Karen need to come up with a strategy to build the reserve fund back up so that desired projects can be funded.

- d) 2025 Budget – If there is to be an increase in dues for 2025, it is required by law that owners be notified by December 1. Karen will prepare a draft budget by the middle of October that can be reviewed by the board. It was suggested that the 2025 budget be more conservative in the assumed expenses; that is, budget toward the high side, even if this increases dues.

#### IV. Old Business

- a) Parking Lot Fence - Since the last meeting, based on additional information from O&S and the City of Phila, it was decided that the fence should be replaced with a similar style to avoid a can-of-worms with permitting and variances. The approximate cost of replacing the existing fence with a higher gauge wire fence is \$18K to \$20K.

It was generally agreed that this project should be put on hold for now due to funding constraints.

- b) Basement Shoring – Since the last meeting in May, O&S produced documents that allowed for contractors to bid the job. Based on the quotes received to date, it appears that the cost will be at least \$31,500 plus additional O&S fees. Karen noted that this is much higher than the working number of \$10K that the board had been using.

It was generally agreed that this is the most important project in the near future.

- c) Dryer Vent Cleaning – Karen suggested that the cost of vent cleaning be billed to individual owners rather than being distributed across all owners. This is necessary because not all owners have vented dryers. It was suggested that Chancellor conduct an inspection to determine which units have vented dryers.

## V. New Business

- a) 5<sup>th</sup> Floor Flooring – No action was suggested.
- b) 1B Basement Wall – After additional investigation by Weber and Chancellor, it was not clear that there is an active leak in this unit. This area of the window well was repaired approximately 3 years ago,

VI. Next Meeting – The next meeting was not scheduled but the board will have to meet to review and discuss the 2025 draft budget – likely sometime in October.

VII.Adjourn – The meeting was adjourned at 4:52.