

WESTCHESTER SQUARE CONDOMINIUM ASSOCIATION, INC.
BOARD MEETING MINUTES
October 15, 2019

Board Members: Elkin Alston, Charlie Cooper, Ross Ethier (Treasurer), Ron Majors (President),
Wayne Vason (Vice President)[via telephone]
Others Present: Scott Carter, Merrily Dickinson, Doug Hamilton, Bill Johnson, Teri Bond

I. Call to Order

Ron Majors called the meeting to order at 7:30 p.m.

II. Approval of Minutes

MOTION: Ross Ethier moved to approve the July 11, 2019 minutes. Elkin Alston seconded the motion.

ACTION: Passed

III. Financial Matters

The financial report was reviewed.

IV. Maintenance & Landscaping

A. Roof – Flat Roof Replacement & Copper Coping Installation

JKG Enterprises has completed the final inspection and states that all punch list items are complete. The July inspection, report and pictures cost - \$3,200. The October inspection cost was \$1,500.

B. Skylights and Roof Vents

The skylights have been installed for Units 5, 9, 22. The association will be billed by Findlay and then bill back the owners.

C. Sloped Roof Replacement

2019 Bid Specs were drafted by JKG Enterprises. Bids are being obtained.

D. Unit 3 Maintenance Items

1. Exterior Door – foggy glass (15 panes) – Glass Doctor \$3,276.75
2. Cover for gas and a/c line (assoc. has paid for in past)
3. Three damaged bricks will be replaced.

E. Unit 22 Window – 2 rear window sills are cracking

Under review.

V. Old Business

A. Unit 17 Landscaping Proposal (7:45 Doug Hamilton)

MOTION: Charlie Cooper moved to approve the landscaping proposal subject to the Cherry tree being moved to a Board approved location. If the tree dies within 3-years Doug Hamilton will need replace the tree with another tree of like kind and size. Ross Ethier seconded the motion.

ACTION: Passed

VI. New Business

A. Garbage Collection (Merrily Dickinson)

Round and Round Recycling has made a proposal for \$450 per month that includes 23 95-gallon trash containers and 23 35-gallon recycling containers. Research will need to be done regarding our current contract with Waste Management.

B. Unit 7 – Balcony Door Replacement

Approval of the balcony doors must go through the ACC approval process.

C. 2020 Budget

1. Budget to be approved by the Board no later than the November Board Meeting. The Budget must be delivered to owners at least seven (7) days prior to the
2. Budget should have a reserve contribution of a least 10% of the total income.

D. 2020 Budget Meeting Date – Monday, December 9th

E. Special Assessment for Roof Project

1. Must be approved by a majority of the total association vote.
2. A seven (7) day notice for the special assessment meeting is required.

VII. Executive Session

There were no action items.

VIII. Adjournment (next Board Meeting, Tuesday, November 19, 2019)

MOTION: Ross Ethier moved to adjourn the meeting at 10:02 p.m. Charlie Cooper seconded the motion.

ACTION: Passed