

Washington House Condominium Association
Council Meeting Minutes
19 September 2013

Those present at 7:00 p.m.

Presiding: President, Bruce Chase
Vice President, Bob Persak
Treasurer/Enforcement Officer, Joy Scott
Secretary, Pamela Bobbs
Member at Large, Len Sawyer

A. Attendance via Sign-in

Twenty-seven units were represented by 40 attendees including owners and renters.

B. Opening Remarks

Mr. Chase thanked everyone for coming. He noted that Council would conduct its business, as usual, and encouraged attendees to ask questions and make comments during the meeting but to discuss unit-specific concerns with council members privately. He reminded attendees that only Council members vote on items of business coming before the Council in this meeting. Owners vote on the budget at the December meeting and on new council members in the meeting held during the first quarter of the year.

C. Approval of Regular Council Meeting Minutes of 12 June 2013

No changes were noted to the minutes of the 12 June 2013 Council meeting. Ms. Scott made a motion to approve the minutes as submitted. Ms. Bobbs seconded the motion. The motion passed unanimously: Vote 5 to 0.

Aye — Bobbs, Chase, Persak, Sawyer, Scott

Nay — 0

D. President's Report

- APPRECIATION — Mr. Chase thanked council and committee members for their efforts on behalf of the Association and the Washington House community since the last meeting.
- LANG BUILDING — Occupants are moving into apartment building at 132 Delaware Avenue, which has raised concerns about parking. If no placard or WH tag is found on cars parked overnight in the lower level parking area, a written warning will be placed on the windshield. The car license plate and the date of the warning are recorded. If the same car appears again, it will be towed. Guests of Washington House residents must have a placard displayed or their vehicles will be towed. See Ms. Bobbs for placards if you need them. The parking area inside of the gate will not be monitored. If someone is in your parking space, refer to the Residents' Handbook for the list of who to call to have the car towed.
- ROOF ACCESS — Only council members have keys to get on the roof. HVAC maintenance that requires access to the roof must therefore be scheduled with a council member at least 24 hours beforehand. If you do not make arrangements with a council member in advance, there may be no one available to give access to the maintenance personnel and you will have to reschedule the inspection and/or work.
- GARBAGE CHUTES — Residents with very large bags of garbage are asked to separate the garbage into two or more bags so that the size and weight of the bags does not cause them to explode when they hit the garbage bin. Exploding bags cause a mess in the garbage room that is nasty to clean up. Kitty litter, in particular, needs to be disposed of in proper containers.

Ms. Scott also reminded residents that all corrugated cardboard must go downstairs to the recycle bin in the Compactor Room. Boxes should be broken down. If you have a problem going into the compactor Room, put the broken down boxes outside across from the doors to the Compactor Room.

- DOWN SPOUTS FROM 121 MAIN STREET BUILDING — In response to WHCA Council's questions regarding the down spouts from the building at 121 Main Street draining onto the walkway between

that building and Washington House, the Code Enforcement Officer of the City of Newark has sent a letter of violation (to Lang Development) advising the owner to correct the problem. Our concern is safety in during the winter because the maintenance of the walkway is the responsibility of Washington House.

- UNIT SALES — The settlement of the sale of unit 409 to Mayor Funk and his wife is scheduled for 22 October. This will bring the number of unsold units to six: one on the 2nd floor, four on the 3rd floor, and one on the 4th floor. The resale of unit 220 is also expected to close on that date. The Sales Office will be showing units from noon to 4:00 p.m. on Sunday, 29 September during the Taste of Newark event.
- COUNCIL TERM EXPIRATIONS — Council terms for Mr. Chase and Ms. Bobbs expire in January. Two new council members are needed to fill these vacancies. Note that owners elect individuals to serve on Council. Council members elect members to the various positions. So it is not necessarily the position of president and secretary that need to be filled but two vacant seats on the Council. The responsibilities of council members are described in the Code of Regulations. Note that some of these duties, currently performed primarily by Messrs. Persak and Chase , will change considerably when a property management solution has been identified. The work that these people are doing is more than council members can be reasonably expected to do.
- PROPERTY MANAGEMENT — Due to the increasing demands on Council to keep the building in the condition owners want and need, Council has been looking at full-service property management companies with the intent of identifying the best fit for transitioning many of the day-to-day maintenance and management activities. Under consideration are Brite, Aspen, Legume & Norman, Delaware Property Management, and Mastriana. All have been given the WHCA Request for Proposal and asked to submit a bid, if they are interested, by the first of October. When the bids are in, Council will meet with and evaluate each company. Discussion of findings will take place at the December meeting.

Ms. Scott pointed out that it is not just a question of time. Mr. Persak is working pretty much full time on the maintenance and oversight of the building . There is also the question of technical knowledge. We need to be able to find qualified individuals to do the work. The building is getting older and with age more issues will need to be addressed.

Mr. Chase explained that Council will get a proposal from each of the interested vendors. The proposals will include cost information. Estimated costs will be included in the 2014 budget, which owners will see prior to the December meeting. This transition means that monthly dues will not go down, but we cannot say, at this time, how much they will go up. Mr. Chase asked anyone who knows of companies that do this kind of work to provide him with contact information.

Mr. Flynn asked if the property management company would also handle individual units. Mr. Chase said that some do and some don't.

Mr. Hornor said how much he appreciates all of the work Council has done and said he thought it was the right decision to transition day-to-day maintenance and management to a property management company.

E. Treasurer's Report

Ms. Scott said the Association was doing very well money-wise. The Replacement Reserve Fund has a balance of ~\$54,500. The Citizens checking account has a balance of ~\$49,000 with a few bills yet to be paid (deck sealing and Avalon).

Mr. Chase reminded owners that the drop from \$100,000 in the R/R Fund was due to the patio and deck leak work and the AC unit replacement. Both are the type of expenses that the R/R Fund is designed cover.

Mr. Hornor asked if the liens from the recent sales have been collected. Mr. Chase responded that the liens, filed a year ago on the developer's unsold units, have all been paid to date. The amounts average \$18,000 per unit.

F. Building Issues and Maintenance Report

Mr. Persak discussed the major facilities and grounds items undertaken since the last meeting:

1. DECK COATING STATUS

- a) Work on the sun decks has been completed
- b) Next is to coat the exposed balconies (307, 308, 313, and 314). Work on these will start on 23 September 2013. Mr. Persak will notify residents of these units when work is to be done on their balcony.
- c) The work that has been done has left marks in various areas. The vendor will clean-up marked areas, remove adhesive, and, where needed, reapply stone that was removed to do the coating.
- d) Following this work, the vendor will deal with the leaks into the garage coming from the 313 and 315 decks.
- e) Lastly, the deck of 206 will be sealed.

2. SIDING REPAIRS

There is a new project about which we do not have all of the specifics yet. Sections of the side of the building have bulges where the laminate holding the brick to the side of the building seems to have failed. The areas are on the south side of the building, the east side (where individual units have had some leaks in the area of delamination), and above the front door. Mr. Persak is currently waiting for information and estimates. It is his hope to get this work completed before the snow comes.

3. Mr. Persak continues to be in contact with DayStar about finishing the work done to resolve leaks in individual units. DayStar's response continues to be that it has no staff to do the work at this time. Mr. Persak suggested that individual unit owners (who are still waiting for this work to be done) should feel free to contact DayStar themselves.
4. Mr. Chase noted that the antifreeze for the 4th floor sprinkler units needs to be replaced (every five years). Owners affected by this work will be notified when it is to be done.
5. Mr. Dunlap raised a concern about hitting the sprinkler heads while work is being done. Mr. Chase said everyone needs to be careful of these. If the glass that goes down the middle of the detector is broken, the sprinkler will go off. He suggested that owners who have work to be done in the area around the sprinkler heads notify Council so that the sprinklers can be disarmed in their unit while the work is being done.

G. Committee Reports

1. COMMUNITY LIAISON COMMITTEE – John Hornor

a. City of Newark News

- i. *Special Election of the Mayor* – At the 30 September City Council members will set a date for the election. It is expected that it will not be later than the end of November. Interested individuals can apply to run for office starting October 1st. If Councilman Jerry Clifton decides to run and wins, his council seat will then have to be filled.
- ii. *Sewer rates* are going up a few percent soon because the county is raising sewer rates and this gets passed on – it is a little confusing.
- iii. *Data Center* at the UD Star campus is generating a lot of controversy due to the power plant that is planned to provide energy for the center. The amount of power projected to be provided exceeds the needs of the Data Center. Residents in the neighborhood of the center are worried about noise, light and general pollution. Positives are 2000 construction jobs over the next two years and 290 permanent full-time jobs and more part-time jobs. Average salary for FT jobs is expected to be \$65K. Negatives are the possible pollution and noise and concerns about where the excess electricity will be sold. If it is to UD it will be a loss to the City of Newark electric revenues.
- iv. *Bloom Energy* at the Star Campus is up and running. There are 60 employees so far. Employment to reach 300 by September 2014 – required to meet goals needed to receive state money.

b. Main Street News

- i. The WH reconfigured restaurant, *16 mile Taproom*, is having its official grand opening this weekend if you are interested.

- ii. Apartments next door at 132 Delaware Avenue are now occupied. Commercial space downstairs is not yet completed. There is no news about the commercial businesses yet.
 - iii. *Kate's Place* – occupancy planned for June 2014. Developers are taking their time. Does this mean better construction? Townhouses on Choate Street are to be ready at the same time though construction of these has not yet started.
 - iv. Lang's new development, approved by the Planning Department is at the curvy triangle heading to South Main. It will be a 4-story building with commercial on 1st and 2nd floors and apartments on the 3rd and 4th. Parking is planned to be in the University garage which is adjacent to the building obviating the need for a parking waiver.
 - v. 7-11 is opening a store next to Peace of Pizza – construction has begun.
 - vi. *Clothes in the Past Lane* will be moving to the location of the old Newark Newsstand along with a Blow Dry station for a quick fix up (with the help of Gloss salon).
 - vii. *New salon/boutique* opened in Pomeroy Place (down by Bikeline).
 - viii. *Taste of Newark* is next Sunday – tickets may still be available. This is a great event for those who like to eat and drink and/or get to know the restaurants on Main Street.
 - ix. *Main Street Mile* is the first Saturday of October so Main Street will be closed for a few hours early in the morning.
2. LANDSCAPE COMMITTEE – Jamie Chase
 The sun decks look pathetic due to the resurfacing, etc. Ms. Chase hopes to move the planters back next week. Plans are to continue with the same landscaping vendor. This could change if the property management option selected has a landscaping vendor of its own. As part of resolving the problem with the down spouts coming from Lang's building at 121 Main Street there is the possibility that the landscaping agreement made between WHP, LLC and Lang Development can be discussed and landscaping responsibility along the side of Lang's property returned to Mr. Lang.
3. SAFETY AND SECURITY – Kent Woods
 Updates have been made to a couple of sections of the Washington House Emergency Action Plan following a review by the Aetna Hook and Ladder staff. Ms. Silverman of Aetna asked that we take the document to the City Fire Marshal for review and to the Code Enforcement Department as it did not have a plan to provide as a go-by when asked in 2011. Aetna staff said the plan is very comprehensive. The latest version will be posted to the website this week. Attendees gave a round of applause and thanks to Mary and Kent Woods for the work they have done to develop and publish this document and for their continued work on maintaining it.

H. Open Public Comment

Ms. Dunlap asked if anyone is receiving text messages regarding various alerts from the City and/or UD. She is concerned because her daughter, Anne, is not getting them. Mr. Chase said he gets them from UD but not from the City. Ms. Scott said she gets them on her cell phone. Mr. Chase said he would check with the City to see what the problem might be.

I. Adjournment

Mr. Chase asked Council members if there was any other business. None was raised. There being no further business, Mr. Chase called for a motion to adjourn the meeting. Ms. Scott placed the motion that this meeting of the WHCA Council be adjourned. The motion was seconded by Mr. Persak. Motion passed unanimously:

Vote 5 to 0.

Aye — Bobbs, Chase, Persak, Sawyer, Scott

Nay — 0

The meeting adjourned at 7:50 p.m.