

PTCA Board Meeting Minutes

January 18, 2016

The January 18, 2016 PTCA Board Meeting was called to order at 6:07 pm (7 minutes late due to technical difficulties with Skype with Ken). Board members present were: Ray MacPherson, Kay Lancaster, Ken Wright (via Phone), Lee Kartes, and Jean Kampen. Also present was Jeanette Fournier (Manager CDC).

Secretary's Report – Motion was made, seconded and approved to accept the minutes of the December 14, 2015, regular Board Meeting and Special Board Meeting of December 19, 2015. There were 3 items in the Suggestion box that we read and taken care of.

Treasurer's Report – Motion was made, seconded and approved to accept the Treasurer's Report as presented. The cameras have been repaired but the windows have not been.

Manager's Report – Jeanette explained that the local level of Management Trust is not always aware of changes when they happen – this was the case with the change in banking relationship of Management Trust and the short notice to residents. She also stated the Compliance Report has been run. She said that Management Trust has a list of goals and the first is to adopt the Collection Procedure Policy for delinquent accounts. Motion was made, seconded and approved to approve the Collection Policy as presented. This policy will be mailed to all residents.

Committee Reports

- Rules – No report
- Maintenance/Landscape – The leak outside the front door of the lobby has been fixed. Red Carts are not being returned to where they were taken – a reminder will be put in the newsletter. Also to be added to the newsletter is that owners can use the de-icer when needed. There have been no reported oil leaks in the garages.
- Interior Design – Valentines decorations are up.
- Social Committee – Up-coming events are Valentine's Day Brunch on Sunday, February 14th, a Saint Patrick's Day event in March, and a possible clean-up/weeding day in April.
- Security – A car prowl occurred several weeks ago – again a reminder to not leave valuables in view.
- Budget & Finance – No report.
- Update on Moves In/Out – There was only 1 move.

Old/Unfinished Business –

- Regarding plumbing Maintenance – Ray is getting some recommendations and when there is a maintenance plan available complete with costs, it will be brought to the Board for approval.
- Motion was made, seconded and approved to approve a services contract with Associated Earth Sciences for approximately \$2500 to review and make recommendations, if any, regarding the earth shifting due to the construction causing cracks in our retaining wall and fence. Funds to be from the operating Account.
- Phone lines in the elevators have been taken care of. Ventilation fans are not required so we will not pursue that.
- Fire Inspections are scheduled for January 26th.
- Motion was made, seconded and approved to purchase 15 HVAC units (hallway units) at \$707 for a total of \$10,605. To be funded from the Reserve Account.

New Business – We are looking at a possible lighting project to replace some hallway lights, stairwell lights, and garage lighting. We are at the very beginning of the process; when more information is available, there will be a workshop.

Announcements

- Reminder of the fire inspection on the 26th.
- Book Club – first meeting had a good turnout; the next one will be February 18th at 6:30 pm

Open Forum – If there are issues with fans that are wearing out and making lots of noise, let Jeannette know.

Board moved to enter into Executive Session as 6:58 pm. Returned from Executive Session and moved to adjourn at 7:07 pm.

Respectfully submitted,
Jean Kampen, Secretary