

PTCA Board Meeting Minutes

March 21, 2016

The March 21, 2016 PTCA Board Meeting was called to order at 6:01 pm. Board members present were: Ray MacPherson, Kay Lancaster, Ken Wright (via Phone), Lee Kartes, and Jean Kampen. Also present were Jeanette Fournier (Manager CDC) Denise Rasmussen of Management Trust.

Secretary's Report – Motion was made, seconded and approved to accept the minutes of the February 15, 2016 regular Board Meeting. There were no items in the Suggestion box.

Treasurer's Report – Motion was made, seconded and approved to accept the Treasurer's Report as presented. Windows have been replaced but not paid yet.

Manager's Report –Elevator company asking to be held harmless; they just open shaft and provide the monitoring, but they want to be held harmless. Jeanette is not going to do that. She is also working on policy to allow utilities shut off for non-payment of fees and working on resolution of debt of Unit 501.

Committee Reports

- Rules – No report.
- Maintenance/Landscape – No report. Refuse floors done every other Thursday. Arnold is trying to replace light bulbs as they are discovered/reported burned out. We have water leak that show up in P2 garage under 108 – it has been looked at.
- Memorialize the contract with Tatley Grund for Garage Water Leak Investigation that was voted on via email; contract cost of \$2,500 plus tax. Motion made, seconded and approved to memorialize the email vote.
- Interior Design – Nothing done until after Easter. Other items being considered: Elevator flooring, lobby floor cleaning, lobby refurbishing.
- Social Committee –.March event (St. Patrick's Day) event well attended. There will be the Goodwill truck here April 9th. April 15th, tax day, there will be a happy hour.
- Security – No report.
- Budget & Finance – Received the Audit and Taxes, which will be filed. During the audit our records and books are reviewed; a report of Internal Control (things that we should have done differently) is shared with the Board. Two were identified: 1)A/R write-offs – memorialize them but also attach specific dollar amounts, and 2)Reserve Expenses – memorialize with vendor, amount and that they were to be from reserve. For example, when the elevator cable went bad, we did not memorialize with actual \$\$ amounts and the vendor. Move to accept audit and authorize Ray to sign; motion seconded, and approved.

In Resolution of the final debt and delinquencies of prior owner unit #501 the Association notes the following:

Prior bad debt write off in May 2014 due to discharged bankruptcy = \$19,089.01

Balance \$13,519

Waive current late fees (59) = \$1,475.00 (write off)

Waive DEL fees (\$12 x 13) = \$156 (write-off)

Total proposed write-off \$ 1631

Less the late fees and the DEL fees leaves a debt of \$11,888.00

“Based on the legal opinion provided to the board the association is not required to apply the rental payments received in the first 12 months in the possessory period unless it exceeds the outstanding debt balance on the unit if the owner or the bank does not attempt redemption.”

“Therefore it is understood that the income generated by rent charged is the income to the association. Based on this the association has been reporting the income annually in the tax and audit documentation.”

Do we attempt to send it to collection? After discussion there was a motion, second and approval (vote 4 Yay, 1 Nay) that we spend up to \$200 to get a legal opinion whether it would be worth pursuing collection of this debt.

- Update on Moves In/Out –No moves.
- Book club – The Crossing by Michael Connelly.

Old/Unfinished Business –

- Plumbing Plan Delegated to Lee; he got in touch with Plumbing & Drain Company and is meeting them tomorrow to get started with preliminary work.
- Elevator Information – Getting Simplex Grinnell on the same page.
- Annual Fire Inspection – one item left; Simplex Grinnel & Tyssen Krup to get the fire phones working.
- Maintenance Contract for Trash Compactor. Proposal GK Industrial is very specific. Cost is \$205 twice a year. Their service has been very good. Move to accept the contract for \$410 GK Industrial for maintenance on the trash compactor; motion seconded and approved.

New Business

- Motion was made, seconded and approved to spend up to \$500 for a new TV in room 107; motion amended to take the funds from the Reserve Account. Motion, seconded, and passed (3 yes; 1 no). Line item in reserve fund to take care of the assets in room 107; TV was part of that. We already pay for cable.

Announcements

- Red carts – not getting returned to the correct garage level.

Open Forum –

- Suggestion that when money is going to be spent (a significant amount) that it should be part of the agenda. That gives the ownership opportunity to weigh in on it.
- Redecorating of lobby – are we sure Hammond Knoll still does that?
- What kind of budget proposed for re-decorating the lobby? Nothing yet. Will probably be in next year’s budget.

Motion, seconded and approved to move into Executive Session as 7:02 pm. Returned from Executive Session at 7:30 pm.

Motion seconded and passed to do a utility shutoff for a past due in accordance with the rules and with proper notice to the owner.

Moved to adjourn at 7:35 pm.

Respectfully submitted,
Jean Kampen, Secretary