

COVINGTON CLUB BOARD MEETING

April 18, 2023

Fort Wayne Country Club 6 pm

The meeting was brought to order by Don Banowetz. Board members present included Julie Clancy, Matt Brown, Mark Burrows, Mike Steinke and Gayle Burns.

A motion was made by Julie Clancy and seconded by Mike Steinke to forgo the reading of the January 2023 minutes and to accept them as presented. The motion passed.

MARCH AND YTD FINANCIAL PERFORMANCE

Operating Outlook: First quarter revenue is on track at \$11,060. Administrative expenses increased because of higher insurance premiums. Maintenance increased \$1800 because of a garage door panel replacement for building 3. Ground expenses were \$1400 favorable to the budget because of a decrease in snow removal cost. Electrical expenses were up somewhat. The net income for the 1st quarter is -\$4000. Cash on hand is \$34,000, some of which is prepaid.

Reserve Outlook: No one is behind on their condo fees. However, the invoice for drainage repair in building 1 has come in and was paid. Outside painting needs to be done and will be discussed later. Pending projects include roof replacement on Buildings 2 and 4. Building 4 is scheduled to be done in 2024 for an estimated \$50,000. Building 2 is scheduled to be done in 2025 for an estimated \$31,000. There will be a deficit in the reserve account of \$31,000 if these projects are completed as scheduled. Mike Steinke asked if there is any outstanding debt. There is none. A discussion took place regarding raising the monthly dues \$80 per month to cover the shortfall. Another suggestion was to assess rather than increase the monthly dues just to get through the two roof replacements. Another suggestion was to raise monthly dues to anywhere from \$440 to \$500 to cover the deficit but it was decided that would not be adequate. The discussion ended.

Cost vs Revenue Discussion: \$16,500 will get us close to the extra costs paid out this year. Julie Clancy made a motion to assess \$500 per owner immediately to increase the reserve account to cover the water main repair and Building 1 drainage repairs without using the money in reserve for roof replacements. Mark Burrows seconded the motion. The motion carried.

Completed Projects:

- a. Fan port on Bldg. 3 repaired
- b. Outside lights on Bldg. 3 repaired
- c. Spliced and buried downspout drain lines on Bldg. 3
- d. Henry Construction dug out and repaired drain in Bldg. 1
- e. Painted and installed shutters on Bldg. 3

- f. Installed a new “Y” drain coupler for floor drain in Bldg. 3
- g. Paid \$8500 to contractor who repaired water main leak that happened last fall
- h. Update on request for approved bylaw modifications for EV’s & board seats will be discussed at a later board meeting

Pending Projects Discussion

- a. Repair cement tree stump along east drive
 - In process by Brooks Construction. Tom Kimbrough is working with Andy Brooks. Approx cost \$2000. Brooks will trim up/cut the concrete and place it back in the hole it came from.
- b. Pothole repairs
 - Gayle Burns will meet with Jack Billings for a quote for repairs. She will also get a quote for a complete asphalt job for the drive and parking lots for future budget allocation.
- c. Determine painting needs (costs and building priority)
- d. Tuck point inspections update
 - Mark Burrows received a quote of between \$5000-\$10,000 for Bldg. 2; Building 1 is in good condition.
- e. Landscaping committee update from Mike Steinke
 - The landscaping committee has an established budget of \$5000. Half of the budget will be spent on maintenance of the central garden area. \$1000 for mail room window box and flower bed. \$500 for misc expenses and \$250 each for the front of buildings. The committee will also walk around the property with the lawn people to identify problem areas. An area around the south side of Bldg. 4 needs addressed. Suggested also was to have the board talk to the east drive property owner to see about sharing the cost for tree removal on the property line.
 - Getting reserve funds to 70% of operating revenues (\$80,000)
 - To get to the \$80,000 number is a big ask but the wise thing to do. It is feasible to accomplish in a five-year period if assessments are instituted.
- f. Outside window cleaning
 - Quotes received were \$5800, \$3600 and \$1600, respectively. It was decided to go with the \$1600 quote if the contractor can hire enough staff to complete the job

A suggestion was made to put together a survey with the options for a dues increase, incremental assessments or a lump sum assessment for owner review. Don Banowetz will author a survey listing projects that are 3 to 4 years out with a projection of the money needed to fund them and email it to all owners.

The meeting adjourned at 7:30pm.