

COVINGTON CLUB BOARD MEETING

October 17, 2023 | 6:00p

The meeting was called to order by Tom Kimbrough at 6 pm. Members present included Mike Steinke, Julie Clancy, Julie Inskeep Simpson, Gayle Burns, Matt Brown, and Mark Burrows.

ANNUAL MEETING SUMMARY

At the annual meeting, a \$1000 assessment was approved by a majority of owners. A discussion took place regarding the timing of the assessment payments. After the discussions ended, the board decided on a quarterly payment schedule. Tom Kimbrough made a motion for the \$1000 assessment to be paid quarterly on 3-15-24, 6-15-24, 9-15-24 and 12-15-24. Gayle Burns seconded the motion. The motion carried. Julie Clancy will advise Susan Zahn of the quarterly schedule. If a few owners have trouble with the payment schedule, they can contact Susan about protracted payments. Susan will be instructed to inform the board of the few who need to restructure their payment schedule for final approval.

NEW BUSINESS

The board needs to have further discussions about the elevators and foyers.

Julie Simpson read a letter from Kourtney Teegardin regarding a major sewer/water backup in the garages and basement of building 1 because all board members were not copied on Kourtney's email. Although the sewer lines have been cleaned out, there is still flooding in the basement and garage areas. The board will seek advice from Tom Jones regarding the next steps to be taken to clear up this problem. The consensus is that this issue needs to be rectified quickly.

Another issue in building 1 is the need for a new washer. The washers are used by 3 owners and are in the basement. A discussion took place as to who is responsible for the cost of maintenance and washer/dryer replacement. The board decided the responsibility for maintenance/replacement of the washers and dryer are the sole responsibility of the owners who use those appliances. This would apply to building 2 as well, as there are 2 washers and 2 dryers in their basement. Tom Kimbrough made a motion that the sole responsibility of replacement appliances will be on the owners who use them. The owners who use the basement appliances have the option to ask others in their building to share part of the replacement/maintenance costs. Julie Clancy seconded the motion. The motion carried.

Tom Kimbrough asked the board's permission to get 2 or 3 quotes for roof replacement on building 4. The board agreed.

Issues to be addressed at the next meeting:

- Tree removal/trimming: Tom Kimbrough will ask about FWCC's tree contractor's schedule and see if he can coordinate CC's work with the clubs.
- Tuck point schedule: Mark Burrows will nail down a price for work needed on building 2. Buildings 1 and 3 have no masonry issues.

- Painting: Mike Steinke will contact Tom Jones for painting contractor suggestions so we can start painting 2 buildings every other year.

The fire department is requesting we clean up the key identification issue in their “fire box” located on the gatehouse. A board member from each building will work on obtaining and identifying keys/door codes for the front door and elevator door (if applicable) in their building and have the keys/codes by the next board meeting.

OLD BUSINESS

Gayle Burns pointed out that at the September 13, 2023, board meeting, the board, in addition to approving a \$500 assessment to cover the shortfall in the 2024 budget, also approved an ask at the annual meeting for another \$500 assessment for capital improvements. That is incorrect. Julie Clancy made a motion that says the intent was only to call for a \$500 assessment to cover the negative budget not the discussion for another \$500 assessment for capital improvements at the upcoming annual meeting. Matt Brown seconded the motion. The motion carried.

Mike Steinke brought up again the need to have an email go out to the owners explaining what the base HOA payments are. Julie Clancy will ask Susan to draft a letter about this and ask her to send it to the board for approval before the email is sent out to the owners.

Late Fees: The bylaws are clear about late fees and the board needs to follow the guidelines. A late fee will apply to any owner that is 2 months in arrears on their HOA payments. According to the bylaws a \$30 late fee can be charged. Tom Kimbrough made a motion that any late payment for any reason at the 2-month mark will be charged a late fee until HOA payments are current. Matt Brown seconded the motion. The motion passed unanimously.

Mike Steinke will ask Mary Steinke and Cathy Jones to contact Green Pro to modify our contract to fit the scope of work in Mary and Cathy’s plan. Mary and Cathy will submit their formalized plan for landscaping/mowing/trimming work to the board at the next meeting.

The meeting was adjourned at 7:45p. The next meeting will be on Tuesday, January 9, 2024, at Fort Wayne Country Club. We will be discussing elevators issues and lawncare.

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