

COVINGTON CLUB BOARD MEETING

April 1, 2025 | Zoom Meeting

The meeting was brought to order at 6 pm. Board members present included Tom Kimbrough, Mark Burrows, Reed Silliman, Gayle Burns, Julie Inskeep, Mike Steinke and Matt Brown.

RECAP

The board discussed various property maintenance issues, including snow removal, lawn care and cleaning services, and made plans for upcoming foyer renovations and window repairs. They also reviewed their financial situation, including the sale of a condo and potential changes to their assessment, and discussed the need to revisit the reserve fund. The board also addressed specific issues like the need for a thorough walk around to ensure all necessary work is included in the maintenance projects and the problem with people putting heavy paper items in the drains, which caused backups.

NEXT STEPS

- *Mark Burrows to communicate with Building 2 residents about using the allocated \$5,000 for foyer improvements and copy the board on the communication.
- *Tom Kimbrough to send out a reminder to the entire association about proper disposal practices and not flushing inappropriate items.
- *Matt Brown removed the realtor sign from the front of the property.
- *Gayle Burns to proceed with scheduling the gutter cleaning, pressure washing, and cobweb removal services as discussed.
- *Gayle to obtain and share a new quote for window cleaning services.
- *Tom to schedule a board meeting for June and another before the annual meeting in October.
- *Board members to conduct individual walk-arounds of the property and identify any additional items needing attention.
- *Mike Steinke to coordinate with Mary Steinke about spring cleanup and landscape plans.
- *Mike to finalize and communicate the date for the bubble bin cleaning service in May.
- *Tom to obtain quotes for repaving the roads on the property.

SUMMARY

Condo Sale and Group Assessment

The meeting involved discussions about the sale of a condo, the financial situation of the association, and potential changes to their assessment. The condo was reported to be closing in mid-April, and the association's financial situation was discussed, with a suggestion to increase the assessment from \$700 to \$1000 in 2026. The board also discussed the reserve fund, which was set at \$50,000, and the need to revisit this figure.

Mike Steinke said it is his understanding that most associations have a reserve that is 60% of the annual dues collected. The conversation ended with a discussion about the association's annual meeting in October, where they would need to come to a conclusion about the assessment and reserve fund.

Roof Replacement Project Cost Overrun

The board discussed the recent roof replacement project, which was completed efficiently and quickly. Matt Brown, who observed the work, reported that the contractors replaced more than expected but did a thorough job. The project went over budget at about \$17,000, partly due to additional work needed on buildings 1 and 2 to address water issues. Despite the cost overrun, the board was pleased with the quality of work and the detailed documentation provided through pictures.

Capital Expenditures for Window Maintenance

The board discussed various capital expenditures for the year, including window frames and painting. They considered hiring a painter to scrape and paint all the wood frame windows, power wash bottom side of the gutters, and clean cobwebs from outside main entrances. The estimated cost was around \$5,000. The board agreed to make a decision on whether to proceed with the maintenance work this summer. They also discussed the need for a thorough walk around to ensure all necessary work is included.

Concrete Work, Foyer Refreshments and More

Mark Burrows plans to get a quote for concrete work from the tuck-pointing contractor they used last year. Matt Brown suggested inquiring about concrete leveling for two slabs near building 1 that collect water from rain and sprinklers. Reed Silliman suggested using the contractor that leveled building 4's front steps on the east end of the building. Reed pointed out that the concrete around the mailroom is cracked and missing. All agreed that this should be repaired. Reed also suggested a future capital project which is repaving the entire road instead of patching it. Matt is still seeking a contractor to repair the front entrance door frame on building 1. Tom Kimbrough knows an Amish craftsman who could potentially do the job. Building 2's foyer refreshment was discussed. The board needs to decide on the budget distribution among the three foyers. Mark updated the board on the status of chairlifts in building 2. Owners want the lift on the main foyer stairway and one other foyer to remain. Another owner has expressed an interest in installing one in their foyer.

Building 2 Foyer Renovation Plan

Mark Burrows agreed to communicate with the residents of building 2 about developing a plan for their foyer renovation. The board decided to allocate \$5,000 for the main foyer which serves four units. The unit on the north end will get \$0 because it is a private

entrance. The residents on the main foyer will be asked to create a plan, and the association will contribute \$5,000 towards it's execution. If the plan costs less, they will receive a lower amount: if it costs more, they will need to cover the excess. This approach aims to address the renovation needs equitably while giving residents some control over the process. Reed Silliman commented that in his opinion no committee is needed to address foyer refreshing.

Property Maintenance and Winter Cleanup

The board discussed various property maintenance issues. They will review the winter snow removal service, noting that some unnecessary work was done. Mike Steinke confirmed they are in the second year of a three-year contract with Green Pro for lawn care. Tom Kimbrough mentioned the need to clean up leaves left in buildings 4's flower beds over winter, and Gayle Burns raised concern about yard debris deposited at the end of building 3's north parking lot. The board wants to have the property cleaned of debris and limbs before mowing begins.

Pressure Washing and Gutter Cleaning Plans

The board talked about the need to coordinate the date of putting out garbage bins to be cleaned. The proposal from the contractor who does garage pressure washing and gutter cleaning was discussed. The cost for those two items has not increased over last year. Carpet cleaning will not be done this year in building 1 because the residents plan to replace all carpeted areas. Carpet cleaning in the rest of the buildings will continue as usual. Gutter cleaning, garage pressure washing, carpet cleaning, and dusting outside foyer of cobwebs will be scheduled.

The Zoom meeting concluded at 7:15 pm.

NOTE:

Tom discovered after the meeting that the AI feature on his computer had inadvertently turned on. After reading the AI version of the meeting, we both decided to make some appropriate changes and use some AI text. It is a more in-depth analysis of the meeting.