

COVINGTON CLUB BOARD MINUTES

November 18, 2025

Inskeep Condo #15

Call to Order

The meeting was called to order by Tom Kimbrough at 6 pm.

Board Members Attending

Mark Burrows, Matt Brown, Julie Inskeep, Julie Clancy, Gayle Burns, Reed Silliman, Sharon McCauley and Mike Steinke via Zoom.

Approval of Last Meeting Minutes

Tom Kimbrough made a motion to approve and waive the reading of the minutes from the September 2nd board meeting. The motion carried.

Financial Report

Julie Clancy gave a recap of the 2025 finances. If everything goes to plan, we will have \$20,000 left at year end in the operating budget. The cost of insurance for 2026 should increase by around 3%. Any money left over in the elevator reserve will carry over to the new year. If expenses go over in the elevator reserve, an assessment can be charged to owners in buildings 3 & 4.

New Business

There are some concerns about the foyer cleaning. Some feel it is not thoroughly done. Gayle will contact the cleaning service with our concerns. Tossed around was getting bids from another company or going to every other week cleanings to save money. A motion was made to go to the every other week schedule starting in January 2026. The motion passed. Gayle will get a new quote from the cleaning company and inform the treasurer of the savings.

The \$1200 foyer carpet cleaning budget is not enough to clean the carpets adequately. It was suggested that we get someone else to clean the carpets and possibly use the money saved by doing the foyer cleaning

every other week. It was also suggested the foyer carpets be cleaned every 18 months

instead of yearly. This discussion was tabled until the next meeting. Gayle will inform the carpet cleaners we use now that they will no longer be needed.

The lobby refresh in building 2 is moving along nicely. As previously stated, Sharon McCauley will pay the initial \$5000 for the refresh and will be reimbursed after the first of the year.

Per Tom Jones, the main sewer line in the parking garage of building 3 needs to be replaced soon. Reed Silliman will contact Tom Jones to get quotes for the job. There is \$5000 in the budget for replacement of sewer and water lines.

There is \$5000 in the budget for unexpected expenses in 2026 as well as \$5000 for painting trim and doors on all the buildings. The quoted amount is \$150 per foyer door painting and \$100 each for painting the frame around the doors. Foyer doors on buildings 1 and 3 will be painted black with white trim around the doors. Buildings 2 and 4 foyer doors will be painted white with white trim around the doors. Tom Kimbrough made a motion to paint the doors and trim as described above. Gayle Burns seconded the motion. The motion carried.

The front door frame on the east side of building 4 is in dire need of repair. Reed Silliman will contact Josh Edgall, Julie Clancy's contact, for an estimated cost of repair.

The cost to paint the upper iron railings on building 3 will be \$1600. This project was tabled until the next meeting.

Buildings 1 & 3 have cracks in the front steps and sidewalks. Mark Burrows contacted A1 Concrete Leveling and they are coming on Wednesday, November 21 to give us a quote on leveling and repairs.

Old Business

Progress is being made on the ADA pathway to the pergola area. Mary Steinke received an initial quote from a company that can start in the spring. Gayle

Burns contacted a company that turned down the opportunity to give us a quote but gave us the name of someone else, Tom Caine, who might be interested. A discussion took place on whether to contact this person or not. No decision was made.

Progress report on building 2's foyer refresh is the wallpaper has been torn off, the walls prepped for paint, and the chandelier light bulbs replaced with LED ones. The painting/wallpaper removal quote received is under \$5000. Referral Cleaning is coming to clean the carpet for \$450. The board agreed that Sharon McCaulay can be reimbursed \$5000 and carpet cleaning can be included in that amount. The board will not reimburse her more than \$5000.

Green Pro will be doing a second leaf collection later this month. Snow removal and salting by Green Pro will take place only when called to do so.

Current duties of Board Members

Insurance Review: Mark Burrows

Snow and Ice Removal: Tom Kimbrough and the landscaping committee

Sprinklers: Julie Inskeep

Gutter repair and gutter cleaning, janitor services, trash removal, Verizon (elevator phones): Gayle Burns

Bubble Bins: Mike Steinke

Garage Doors: Matt Brown

Carpet: Sharon McCaulay

Plumbing/Sewers: Reed Silliman

Elevators: Gayle Burns and Julie Clancy

Painting: Mark Burrows and Julie Clancy

Other Business

Who is responsible for garage door maintenance? Buildings 3 & 4 garage doors are considered common areas. Maintenance on them is at the expense of the HOA. Buildings 1 & 2 are considered limited common areas and any maintenance done is at the owners expense. Per Reed, I believe. Sharon McCaulay has plans to enclose her back porch. The wrought iron supports surrounding the porch are structural. She plans to replace them with more pleasing structural supports. She must retain a structural engineer and provide plans for structural replacement on her porch and provide those plans to the board for approval before the project begins.

The foyer wall heater in building 2 is not working and needs replaced. Sharon McCaulay will contact Tom Jones and schedule replacement. Update. No heater was found behind the vent. The owners who use that lobby say the two existing baseboard heaters are adequate.

The meeting was adjourned at 7:30 pm.