

Cumberland Circle Community Association, Inc.
Board Meeting
January 26, 2023
6:30 PM via Zoom

MINUTES

Call to Order

The meeting was called to order at 6:31 P.M.

Attendance, Roll Call, Determination of Quorum

Board Members present were Joanne LaFramenta, Billie Groff, Lisa Walters, Victor Martinelli, Rick Mulligan, Lorelee Hutchinson, Marti Thorndike & Danny Lutz. Quorum was established with 8 of 9 board members present.

Absent: Joe Gleason

Guardian Association Management Staff Present: Samantha Jackson, LCAM

Consideration of Minutes: Lorelee requested the minutes of January 9, 2023, under recreation be amended to contact Lorelee directly instead of management to streamline the communication as one contact if there are issues with the gate latch. Board is in agreement of this change. Billie Groff made a MOTION to approve the board meeting minutes of November 17, 2022, and January 9, 2023 (as amended). It was seconded by Rick Mulligan and carried unanimously.

Reports of Officers:

- Joanne LaFramenta, President – Joanne reported feedback from the membership this year included many owners stating they forgot about the annual meeting or proxies sent in were overlooked in inboxes. The notices will still be sent via mail/email delivery as required by Statute, but the board will also attach them to each Units' garage clip. In addition, anyone who does not have an email address on file with the Association is asked to contact Joanne for the community listserv.
- Billie Groff, Vice President – Billie reported Officer Brett Traywick (GPD Program Coordinator-Crime Prevention) has accepted another position in Code Enforcement, so there will be a new contact for future Crime Watch meetings. The next Crime Watch meeting is tentatively scheduled for March 28 at 5:30 PM at the Screen Room. Billie will confirm with the Board once Brett confirms same.
- Lisa Walters, Secretary – Lisa reported she has surveyed the property alongside Danny Lutz and has compiled over 300 photos to combine with Danny's notes for a book. Joanne will help with the reference book for property maintenance as she has historical records that will assist in past maintenance and approved structures.
- Victor Martinelli, Treasurer – Victor prepared a year-end financial report for the month of December 2022 (attached to these minutes). Victor stated the next roofs to be completed are 1669-1671, and 4-plex including Units 1670, 1672, 1678, & 1680. In addition, Victor is in touch with the association attorney regarding the preparation of the amendment to the Declaration and expects to hear an update soon. Joe Susi, CPA will prepare the 2022 tax documents for filing as well as the required financial review report for 2022. Prepaid expenses on the balance sheet include the insurance policies as they renew in October annually. Closing collections in 2022 is listed under members receivable on the balance sheet and a large portion of this balance includes 2 Units in the process of foreclosure with the association attorney.

Standing Committee Reports:

- Landscape – Rick Mulligan prepared a landscape report (attached to these minutes). Rick requested that Lisa submit an ARC request form with a drawing and specifics as to what will be planted in front of

her Unit 1602 to replace the existing shrubs. Rick stated one proposal has been received regarding the plan for the entrance where the large Oak was removed and he is working on additional proposals. Joanne suggested pictures be posted at the pool bulletin board for Residents to provide feedback on the proposals. In addition, the Owner of Unit 1667 has requested that the large hickory tree next to his garage be removed as the concern that the hickory nuts could potentially damage property. Rick stated the tree is a very healthy hickory tree and typically consideration is not taken to remove trees unless they pose a risk to property. Samantha stated the question should be posed to the insurance agent what the potential liability could be considering there are other hickory trees in similar locations to the buildings in the community. CAM was asked to contact the insurance agent for guidance, possibly speak to a tree expert for an opinion.

- Rules – Joe Gleason – Absent, no report.
- Buildings – Danny Lutz prepared a building maintenance report (attached to these minutes). The fence contractor will be at the end of January to start replacing the fences that were contracted late last year. Replacement of the deck at 1665 is underway to include reinforcement using stainless steel staples and a protective barrier on the exposed framework under the deck. Danny stated a portion of the siding on the back of 1633 needs replacement, but it should be painted with the replacement. Danny made a MOTION to replace the damaged T111 on the back of 1633 and move this Units building painting into 2023. Billie seconded the motion.

The Board discussed at length the reserves for deck, steps, atria, and banister. Currently factors are assigned to homeowners according to the square footage of such elements at their unit. These homeowners are the owners of units on the outer circle, since other units do not have these wooden structures. An internal survey is being conducted now, and it is revealing the damages of time and water. Repairing these rotten boards is costing significantly more than we have in our budget. There are several ways to lower the cost of repair and replacement. One is upkeep and cleanliness—sweeping up leaves regularly. One is staining or sealing. A third is to use synthetic materials when possible. The result of these discussions is that our current anticipated cost was woefully underestimated. The deck reserve fund should be increased. We will be considering this eventuality at coming board meetings. You, as homeowners, have a vested interest, especially those on the outer circle. Please give us your thoughts and opinions.

CAM Report:

Samantha Jackson reported the Annual Report has been filed and payment sent to the Dept of State for 2022 in addition to the towing contract renewal and payment to GPD that is due in February. CAM also reported that the water bill with GRU for the pool for the month of January is significantly higher than usual. Danny checked on the meter to confirm it is not spinning without water running and found a large amount of sand covering the meter that he dug away but was able to determine that the meter is not running without water on. CAM contacted GRU and they are in agreement that its an unusually high reading and likely an error, but the next scheduled meter reading is February 6th and an updated reading can be obtained by calling GRU back no sooner than February 8th to allow time for the numbers to be entered for the new billing cycle. Once it is determined that GRU has made an error, GRU will credit the future bills. In addition, Samantha reported the insurance agent sent inspection report which included a minor repair to the sidewalk by the street is needed near the north court. Danny stated this is a minor repair that be re-set and easily fixed. Pictures will be taken and sent to the agent to comply with the completion requirements.

As the meeting ran out of time, the Board was unable to cover the remaining items on the agenda, but will provide updates in the next board meeting.

Adjournment

With no further business, the meeting was adjourned at 8:14 PM.

Respectfully submitted by Samantha Jackson, LCAM Guardian Association Management