

Riverside I Meeting Sunday, July 5, 2009

Attendance: Angela Botz, William Botz, Gerry Suderland, David Ritchie, Bruce Perry, Gary Waldvogel, Liz Waldvogel, Damon Urso

The following Items/issues were discussed:

1. We need to build up our reserves to approximately \$14,000 by end of year. Accordingly, reserves will be collected in two installments (3rd & 4th Quarters). Currently, there is only \$1,345.
2. We are looking at phasing the widow replacement in both the front and rear entryways of the building. The front windows need to be replaced first. There is concern that water has been entering and that there may be substantial damage. At some point we will need to perform some exploratory work to determine the extent/scope of the damage and subsequently prepare a budget accordingly.
3. Based on our experience with past contractors, work has been performed substandard resulting in performing the same repairs over and over again as with the most recent case of the ground floor rear glass slider headers. The contractor failed to provide the required flashing resulting in leakage through the sliders. This repair caused an unnecessary depletion of our past reserves of approximately \$14,000 that could have been utilized on other needed repairs. It was discussed that one remedy would be to check more thoroughly into the contractor's background and work experience. All future contracts will require the contractor to take digital pictures before and during various phases of construction to determine that he is performing the work according to what is required in the contract. Inspections of future work will be performed, possible by me to determine proper installation and compliance with the contract documents. Bruce Perry indicated that he would look into the contract with Champaign Consultants to determine if it was within their scope of services to perform construction inspections. Legal issues were raised concerning the contractor's performance but apparently contractor went out of business. Other ideas that we should look into would be requiring performance bonds by contractors prior to selecting them.
4. The issue of the front cedar shingle finish was discussed as becoming a yearly maintenance nuisance. Future work may require area of the building facade to be replace by non maintenance hardiplank board. Other maintenance issues that our maintenance plan needs to cover and funds accumulated for are the side window replacements (eight in total) and rear entry stoop.
5. Willie and Angela Botz put together a punch list of minor repair/maintenance work for TPW to perform. TPW should perform those punch lists items that are part of their routine scope of work.

Other items outside of the contractual work would need to be approved and funds authorized. For this work a dollar figure of \$1,200 was mentioned as a possibility. It was further discussed to try and modify TPWs common maintenance plan for next year to include some of these additional punch list items as part of their routine maintenance. Willie also was disappointed with the painter we used this year to paint the decks and trim.

6. Unit entry doors are up to individual homeowners to replace and are not part of reserves.
7. Gary Waldvogel was elected for a three (3) year term as a regime director to succeed Dave Richie.

The above is my understanding of the minutes of the meeting. If anyone needs to add, correct or clarify, please email me with your clarifications. I am forwarding them to Lisa in draft. If I do not hear from anyone by Friday, July 24, 2009, I will assume they are ok and issue them as final.