

**Lexington Mews Association  
Board Meeting – Open Session  
May 16, 2019**

The meeting was called to order at 7:46 PM.

Present were Cory Plock (Board Member/President), Doug Brown (Secretary/Director), Marie Starnes (Board Member/Director), Gary Pasquarello (Board Member/Vice President) and Marie Meliksetian (Treasurer)

Also, in attendance was Art Stueck and Doris DaSilva of REI Property and Asset Management.

**Homeowners Open Forum:**

There were no actions items for the Board or REI as a result of the Homeowners Open Forum.

**Officer Reports:**

There were no Officer Reports given.

**Ratification of the minutes:**

Gary P. made a motion to accept the Open Session Minutes from the April 18, 2019 Open Session meeting. Doug B. seconded the motion. All present voted in favor of the motion except Marie M. abstain from voting. REI to send Cory P. a PDF copy of the approved Open Session Minutes to post on the Association's website.

**Warning Letters:**

The Board reviewed the warning letter sent to unit 1607. REI to notify the homeowner that they can back-in their vehicle and keep their decals. However, they must always park their vehicle 'nose out', otherwise they will be in violation of the community's rules regarding commercial vehicles.

**Fine Hearings:**

Gary P. made a motion to post the fine to Unit 2707 for failure to provide their vehicle information. Marie S. seconded the motion. All present voted in favor of the motion. REI to post the \$50.00 fine, send a fine-posted letter to the unit

owner and re-issue another fine hearing letter if the homeowner still has not provided their vehicle information.

Gary P. made a motion to post the fine to Unit 1101 for failure to provide their vehicle information. Marie S. seconded the motion. All present voted in favor of the motion. REI to post the \$50.00 fine, send a fine-posted letter to the unit owner and re-issue another fine hearing letter if the homeowner still has not provided their vehicle information.

**REI's report on follow-ups from the last board meeting:**

REI to follow-up on the power washing of the pool furniture and pool cabana.

REI to follow-up with Hodge Insurance to obtain loss run reports for the past three years.

REI to follow-up with the Lombardi Plumbing and Heating contract and provide vendor with a copy of the fully executed contract.

REI to follow-up with all the homeowners who have tenants in their units and have not turned in the affidavit that their tenant has received the Rules & Regulations of the association. REI to send a fine-hearing letter if not received.

REI to follow-up with Berkshire and coordinate with REI Maintenance and Repairs department to replace the fireplace and complete the exterior and interior repairs simultaneously for Unit 1102. Homeowner is wanting a June 2019 date.

**Financials:**

The April 30, 2019 financials were reviewed.

REI to follow-up regarding the Capital Contribution discrepancy from the income side and expense.

REI to add to the balance sheet the dates the balances on the CD's are from (i.e. the statement dates).

**Work Orders:**

No work order issues to be discussed.

**New Business:**

Yvelisse from Hodges Agency joined the meeting at 7:46 PM to discuss the upcoming insurance renewal which is set to expire on July 28<sup>th</sup>. The Unit Owner Q&A was discussed and the topics relating to the meeting. Thursday, June 6<sup>th</sup> at 7:00 PM was selected as the date. Yvelisse will confirm the location and REI will send a notification to the community. REI to send a copy of the drainage project contract to Hodges as well as a list of all the upcoming projects and things the Board is doing to prevent further losses.

REI to ask Hodges to select 3 carriers which they want to go out to bid and then REI to contact Bouvier, Brown & Brown and Nationwide to ask them to also go out to bid for the insurance renewal.

REI to follow-up with A-1 Line Painting proposal for the line striping which includes all the current lines being painted including the visitor parking spaces, pool area and handicap parking space by the pool.

REI to send an email blast to the community regarding the pool opening delay (until May 24<sup>th</sup>) and requesting pool volunteers.

REI to maintain the pool volunteer schedule that Doug B. will email REI. REI to contact the homeowners who have emailed us letting us know that they are interested in volunteering to ask them which weeks they will like to volunteer for.

REI to do a pool walk-thru with the Board to identify the issues and issue work orders for the items found in said walk-thru.

REI to follow-up with unit 1106 regarding his email about his retaining wall repairs. REI to give him an update on the work taking place (re: contract signed, need engineering drawings from Artel Engineering).

REI to follow-up with irrigation vendor to see when they irrigation will be turned on.

Steven Winter's will revise his scope of work regarding the roof inspections and will send an email with his requirements. REI will forward email to Henry Roofing so that he can provide a proposal for the inspection. The new tentative inspection date will be June 3<sup>rd</sup>. Marie S. will confirm.

REI to note for the May 28<sup>th</sup> inspection that the grills must be at least five (5) feet from the building.

REI to draft a rule wording requiring mandatory inspections of all the water connections be with steel braided hoses. REI to contact Hodges for them to speak to GNY to ask how often said inspections should take place (i.e. every 2 or 5 years, etc.). REI to send the rule to the Board for their review.

Art to revise the Maintenance Standards and send a copy to the Board for their review.

REI to inform the Board of the date of the walk-thru with Reserve Advisors for anyone from the Board who is able to attend to attend.

REI to follow-up with the Board that the audit is completed so that Art can draft the financial letter to the community.

REI to note to inspect all the front doors and garage doors during the Board walk-thru and then send a letter for the homeowners to paint the doors using DBO Painting.

REI to send a reminder that the totters cannot be out before 6:00 PM the night before the garbage pick-up date. REI to use the exact language in the rule in the notice.

REI to reach out to Oak Ridge and request new totters for the community since many of them are damaged.

REI to reach out to Bartlett to obtain a quote for the following work:

- Trim arborvitae in front of the window of 1901
- Trim arborvitae that is encroaching around the light posts throughout the community
- Trim arborvitae that is around the mailbox stations throughout the community

REI to follow-up with Eversource regarding the light that is out by the 2900 building.

REI to send a notice that the next meeting location has changed from unit 2105 to unit 2701.

### **Insurance Claims:**

N/A.

### **Proposals:**

Marie S. made a motion to approve the Sunburst Proposals for the retaining wall by 2308 in the amount of \$7,731.65. Gary P. seconded the motion. All present voted in favor of the motion. REI to draft a contract for all the work to be completed.

Marie S. made a motion to approve the Greenway Industries proposal for \$797.62 to crack seal in front of the 2100 building. Gary P. seconded the motion. All

present voted in favor of the motion. REI to draft a contract for all the work to be completed.

A motion to adjourn was made by Gary P. at 9:23 PM. Marie S. seconded the motion. All present voted in favor of the motion.