

**Lexington Mews Association
Board Meeting – Open Session
September 19, 2019**

The meeting was called to order at 8:13 PM.

Present were Doug Brown (Secretary/Director), Marie Starnes (Board Member/Vice-President), Marie Meliksetian (Board Member, Treasurer) and Michael Chun (Board Member/Director). Cory Plock (Board Member/President) was unable to attend.

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:

Marie M. made a motion to accept the Open Session Minutes from the August 15, 2019 Open Session meeting. Doug B. seconded the motion. All present voted in favor of the motion. REI to send Cory P. a PDF copy of the approved Open Session Minutes to post on the Association's website.

The Board would like the draft minutes sent to them within five days after the Board Meeting.

Warning Letters:

The Board reviewed all warning letters.

REI to send fine-hearing letters to the homeowners who have not scheduled their dryer vent cleanings.

Fine Hearings:

N/A

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

REI to follow-up on obtaining quotes for a pool service vendor for the 2020 Pool Season. REI to send a contract termination letter to the current pool vendor.

REI to follow-up on obtaining quotes for a cleaning company for the 2020 Pool Season. REI to send a contract termination letter to the current vendor.

REI to follow-up with J & J Pool & Concrete Services to have them inspect the pool and provide a quote to address the holes at the bottom of the pool before the pool opens again in the 2020 pool season.

Financials:

The August 31, 2019 financials were reviewed.

REI to double check the "as of date" for the Chase Bank Account on the financials.

REI to send a GL report for the Pool Supplies and Maintenance category.

REI to notify accounting to send the December 2019 Reserve Transfer check before the payables so that the check hits the bank account before the end of the year.

The Board will review the revised Maintenance Standards and will get back to REI with their notes and revision to be sent out for Notice and Comment to the community.

Work Orders:

REI to issue a work order to pressure wash the brick by the center island and by the bus stop.

REI to issue a work order to address the sidewalk between the 1000 and 1200 building. The sidewalk is cracking and crumbling in 2 locations.

New Business:

REI to update the lease logs with the new dates on the leases and send warning letters to those units who leases have expired. Unit 2704 has a new tenant and no lease on file. Also, REI to update the numbering of the leases.

REI to contact Eversource to ask them to replace any light components that do not look the same as the others. REI to also address the overall concern – the lights are not bright enough and they are creating safety risks in the community.

REI to contact the Philadelphia Insurance Risk Assessment representative and ask if they have any lighting guidelines that they could pass on (lumen per foot). REI to copy Mike C. on the email sent.

REI to follow-up on the notes from the inspection report and do a walk-thru to make sure all the items on the lists were addressed by the owners.

REI to reach out to Unit 2205 to inquire if they have leased the unit.

REI to draft the 2020 Budget and send it to Marie M. for her review.

REI to send a notice to the community that everyone needs their front door painted and, if they disagree, they can request a re-inspection. REI to let the homeowners know that they should use DBO to have their front doors painted.

REI to reach out to Shoreline - the lawn sprinklers by the front entrance, and other areas of the community, are going off at 9:00 PM. The sprinklers by the 2700 and 2500 building are currently not working.

Insurance Claims:

N/A

Proposals:

Marie M. made a motion to approve the Bartlett proposal for \$14,233.88 to address the fall pruning of the trees and removing and adding new trees pending that they provide the information regarding what kind of new trees he will be planted and the duplication of tree pruning. Doug B. seconded the motion. All present voted in favor of the motion. REI to draft the contract.

A motion to adjourn was made by Doug B. at 9:03 PM. Marie M. seconded the motion. All present voted in favor of the motion.