

**Minutes of the Board of Directors Meeting  
Sentinel of Landmark Unit Owners Association**

**September 25, 2007**

Present: Rob Rapanut, President  
Marisa Mullen, Vice President  
Bruce Wilmot, Treasurer  
George Huff, Director

Management: Carol Bailey, Regional Manager, S-C Management Corp.  
Charity Avé-Lallement, Property Manager, S-C Management Corp.

Being a majority of the Directors of the Association, a quorum was reached at 7:10 pm and the President called the meeting to order.

**Approval of Minutes**

Upon motion by Mr. Huff and seconded by Mr. Rapanut, it was:  
**VOTED UNANIMOUSLY:** To approve the minutes of August 28, 2007.

**Open Discussion**

A resident asked about the new budget, remarking that there is no line item for the business units other than the Valet. Mr. Rapanut explained that those units are owners and pay condo fees like all residential unit owners, although the expense of certain amenities that they do not use are backed out of their fee, such as cable television. The resident followed up with a question about what percentage fee the business units pay. Ms. Bailey explained that because their units are larger, they pay proportionately higher fees, since fees are based on percentage ownership. The resident reminded the Board that a question had previously come up about whether the business units should pay extra for certain services such as calling taxicabs. Mr. Rapanut responded that those units do pay for the general management expenses of the Association.

**Committee Reports**

**A. Neighborhood Watch**

Ms. Avé-Lallement led a discussion about training. This Thursday, September 27 that 7pm there will be follow-up training for higher level volunteers. Mr. Rapanut and Mr. Huff will attend. Mr. Huff was appointed the liaison to this program. Eleven residents have signed up so far. Charlotte Mitchell Young will be facilitating. The October 10<sup>th</sup> date for the first quarterly meeting may need to be rescheduled. Ms. Avé-Lallement further explained that the group will need to meet four times per year. Mr. Huff inquired if more training is needed, but Ms. Avé-Lallement said they felt no more initial training was needed at this point. She noted that only the "active" people are trained. Mr. Huff noted that there was a great deal of interest in this project and wondered if the group could invite guest speakers to the meetings, such as someone from the Red Cross to discuss emergency preparedness. Mr. Rapanut thanked Mr. Huff for his interest and asked him to serve as liaison for this project. He directed Ms. Avé-Lallement to work with Mr. Huff on following through on these ideas.

**B. Web Site**

Ms. Avé-Lallement reported that she and Mr. Wilmot met with Dana Ratliff, Webmaster and they have made good progress on uploading content to the new site. By the end of the week there will be a test link available and they hope the new site will go live by the end of October.

#### **C. Newsletter**

Mr. Wilmot led a discussion about the quarterly schedule for the newsletter. The publication dates are timed for seasons to allow ample time to notify residents of important events, e.g. holiday party, pre-pool opening, annual meeting. He would like to see the schedule "locked in."

#### **President's Report**

None

#### **Management Agent's Report**

Ms. Bailey reviewed the status of delinquencies in condominium fee payments. The total amount of delinquencies is currently \$24,000. There are four units in foreclosure. One unit that was foreclosed on has been sold and is going to closing later this month. One unit in bankruptcy will be sold in a "third party sale." Management has liens placed on units 60 days or more delinquent. There was a general discussion about acceleration and how that helps under certain circumstances in collecting a debt.

Ms. Bailey relayed a neighborhood report from Sgt. Ladislav, police liaison. A two-alarm fire occurred last week at Landmark Towers related to the elevator machine room. Several crime incidents occurred at Key Towers (behind Landmark Towers) with victims being robbed in the elevators of cell phones and cash. Ms. Avé-Lallement reported some minor vandalism on the property today that she dealt with.

#### **Financial Report**

Ms. Bailey led a discussion on the financials. Several certificates of deposits are coming due, which may be needed for upcoming expenses. Ms. Mullen asked about payments for the balcony work. Ms. Avé-Lallement said that project is almost complete. The contractors are moving onto the 10<sup>th</sup> tier horizontal caulking. They have finished both trash rooms and the concrete repairs; the east trash room door repairs are pending. Ms. Bailey reminded the Board that parking lot repairs will also be carried out this fall.

Upon motion by Mr. Wilmot and seconded by Ms. Mullen, it was:  
**VOTED UNANIMOUSLY:** To approve the August 2007 Financial Report.

#### **Projects Completed and Pending**

Management briefed the Board on the current pending and completed projects.

- Completion of 25 common area service requests
- Completion of 37 in-unit work orders
- Projects completed in house for a total savings of \$3,375.00
- Invoices for in-unit maintenance issued totaling \$1,626.11

## **Voting Issues**

### **A. Appointment of Interim Director**

The Board and Management reviewed the status of the upcoming elections. Mr. Huff led a discussion about strategies including condominium fee reduction to attract more candidates. However, the discussion concluded the Bylaws prohibit Director compensation and a two-thirds majority of the owners would be needed to approve the removal of such a restriction. There will be three vacancies: two three-year terms (Mr. Rapanut's and Mr. Huff's terms end this year) and one one-year term (to complete the term of Mr. Shinn, who resigned from the Board). Tonight's appointment is to name a director to the Board until the Annual Meeting, at which time the individual appointed may choose to run for election to continue on the Board.

Two candidates, Ms. Pam Faith and Ms. Akisha Edogun, were interviewed in open session. After the candidates left the meeting, the Board selected Ms. Akisha Edogun as interim director. The Board will send written notification of their decision to the two candidates tomorrow.

### **B. Repair Failed Vertical Joint Caulking on Tier 12**

Management received a recommendation from Engineering and Technical Consultants (ETC) to authorize caulking replacement on the vertical joint of tiers 02 and 12 for the purpose of preventing water infiltration and possible structural damage.

Upon motion by Mr. Huff and seconded by Mr. Rapanut, it was:

**VOTED UNANIMOUSLY:** To approve the caulking repairs to be performed by Commercial Waterproofing Inc. (CWI) in the amount of \$2,330.00.

### **C. Budget Increase Change**

Upon motion by Mr. Wilmot and seconded by Mr. Huff, it was:

**VOTED UNANIMOUSLY:** To approve the revised budget with a correction due to a clerical error. The condo fee increase is now 4.20%.

### **D. Increase Price of Condominium Certification and Disclosure**

Management suggested that this item be deferred until the Board has had more time to review the information.

### **E. Increase Upper West Garage Receiver Memory**

Management led a brief discussion regarding the inability to program the garage gate receiver for new remote control devices.

Upon motion by Mr. Rapanut and seconded by Mr. Wilmot, it was:

**VOTED UNANIMOUSLY:** To accept the proposal from ESSI (Electronic Security Services, Inc.) to increase the memory of the upper west garage receiver to a 1000 remote capacity at a cost not to exceed \$635.00.

## **Topics for Discussion**

### **A. Date of Annual Meeting**

The date was fixed at December 6, 2007. There will be no Board meeting in December. The November Board meeting will be November 13. Management noted they will be open on Veterans Day, Monday, November 12.

### **B. Balcony Restoration Update**

The project is almost complete with an anticipated finish date of September 28, four days late due to weather delays. There have been some complaints from residents about the new floor surfaces. Management noted that the crew was especially good to work with; they were quiet and maintained a clean work space.

### **C. Elevator Upgrades**

Management reported that the doors have arrived but the hardware was not in yet. Management will send out another notice to residents alerting them when the work will take place, expected to be mid-October. Each car will take 2-3 weeks.

### **D. Renovation Design Schematic**

Management met with Mary Johnson of Design Alliance and with manufacturer's reps regarding product specifications and shipments. Carpet samples have been ordered for the mock-up as well as paint and wall covering and vinyl floor covering materials. Lighting fixtures need to be selected and ordered. Management noted that the process is very time-consuming. Ms. Avé-Lallement recommended that the mock-up be installed in an entire residential hallway in order to give residents the best opportunity to view the proposed design. It will be on display during the month of November. Management is hoping that most if not all of the vendors will donate their materials for the mock-up.

### **E. Fire Evacuation Plan Update**

Ms. Avé-Lallement reported the good news that the property is working with a new representative from the Fire Department, which is improving a difficult situation. The new representative is Mr. Russell Furr, Assistant Fire Marshall. The Fire Marshall also visited the property. Ms. Bailey explained that there are two parts to what the fire department is requesting: 1) a Fire Evacuation Plan; and 2) a Fire Safety Plan. A Fire Safety Plan is required in an event like a hazmat situation or water interruption.

Mr. Wilmot emphasized that the Fire Department, as the industry experts, should be providing the property with advice and recommendations and not asking us to come up with solutions without the benefit of knowing industry standards or practices.

### **F. Action Items List**

There were no new items added to the list. Management noted that the Evacuation Plan Deficiencies will be closed out.

**New Business**

The color selection for the front exterior hand rails was selected, Navajo White.

**Adjournment**

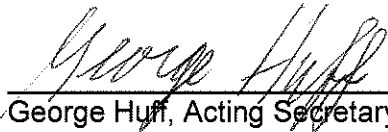
Mr. Rapanut adjourned the business meeting at 9:25 pm to go into executive session to discuss a legal matter.

**Executive Session**

The Board adjourned from Executive Session with no action taken..

Mr. Rapanut adjourned the Meeting at 9:48 pm.

Respectfully Submitted,



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George Huff, Acting Secretary

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Martha Morris, Recording Secretary