

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

March 3, 2009

Present: Rob Rapanut, President
Marisa Mullen, Vice President
Bruce Wilmot, Treasurer
Akisha Edogun, Secretary

Absent: George Huff, Director

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

Being a majority of the Directors of the Association, a quorum was reached at 7:05 p.m. and the President called the meeting to order.

President Rapanut thanked the members for agreeing to change the date of this meeting due to a conflict in his schedule.

APPROVAL OF MINUTES

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

VOTED UNANIMOUSLY: To approve the minutes of the Board of Directors meeting of February 3, 2009, as presented.

OPEN DISCUSSION

A new offsite owner stated that his tenants expressed concern about the cockroach infestation caused by the hoarding in a nearby unit. He asked the Board what steps are being taken to remedy the problem. Ms. Avé-Lallemant responded that the situation was discovered during the preventive maintenance inspection at the end of 2008. Management has been working with the residents, Code Enforcement and Animal Control to remove sufficient materials so that pest treatment could begin, and to return the unit to a safe and sanitary condition. She noted that she met with the complaining tenants yesterday and briefed them on the status of the pest control. Regular pest control treatment will continue until the problem is solved. It was noted that sometimes pest control applications will cause increased pest activity in a unit for up to one week. Mr. Rapanut added that the Association is working with Code Enforcement to ensure that the law is being enforced. He welcomed the resident to the community and assured him that the Board and Management have an action plan to solve the situation.

COMMITTEE REPORTS

Neighborhood Watch

Ms. Avé-Lallemant reported on Neighborhood Watch. Unfortunately Mr. Kukowski was unable to attend this evening's meeting due to the date change. Mr. Kukowski has returned from an overseas special assignment and is ready to focus on Neighborhood Watch issues. He asked that the Board inform him of any problems. He has added two new neighbors to the list of participants. Mr. Rapanut asked if the program had been affected by City budget cuts. Sgt. Ladislav responded that the program has not been affected.

Communications

Ms. Mullen asked about the reaction to the most recent Sentinel newsletter. Ms. Avé-Lallemant responded that she has not received any comments. She was pleased to report that she printed 125 copies on the new office copier, which was less expensive than having it printed externally, and still of good quality.

PRESENTATION – Sgt. Ladislaw

Sgt. Ladislaw reported that the crime statistics for 2009 so far are satisfactory. There have been 10 calls for service, nine of which were self-contained family disputes that were resolved, and one was a disorderly conduct charge. Crime is down from the same period last year, possibly due to vehicle owners not leaving valuables in their vehicles. He noted that the Sentinel has less crime per capita that would be expected. He reminded the Board about the crime maps available on the City's Web site. The restaurant Don Q's has been closed for a month; there have been no incidents at Floyd's. He has been assigning a police unit to the Sentinel area at night, so as to be more proactive. Ms. Avé-Lallemant said she is enjoying working with Officer Stitt. Finally, Sgt. Ladislaw offered to help with any newsletter articles relating to crime and safety. Mr. Rapanut thanked Sgt. Ladislaw for attending every other meeting of the Sentinel Board of Directors.

PRESIDENT'S REPORT

Mr. Rapanut referred the Board members to the article he wrote for the newsletter, which included security cameras and the energy audit.

MANAGEMENT AGENT'S REPORT

Ms. Bailey distributed a written report summarizing her research on the cameras installed at the Olympus Condominium Association. The manager offered to invite Sentinel representatives to an information meeting she hopes to have with the developers of a proposed high-rise to be built next to the Olympus. Mr. Rapanut offered to look at the City's Planning Board Web site for more information about this development.

FINANCIAL REPORT

- Ms. Bailey reported that delinquencies as of today are \$24,114. The owner who was on a plan to pay \$400 per month for legal fees missed the February payment. Legal counsel recommends legal action against this owner. The Board directed Management to proceed and to make sure that any court costs incurred are borne by the unit owner.
- Ms. Bailey read a report from Irma Schretter, President of S-C Management Corp., on the amount of Accounts Payable for the past several fiscal year-ends.
- Mr. Rapanut asked that when the Board holds its Due Process meeting next week, that they be given a breakdown of violation fees, past due condominium fees and late fees. Ms. Mullen reviewed the work she and Management have performed in preparation for the meeting.

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

VOTED UNANIMOUSLY: To approve the January 2009 financial statements including the Delinquency Report as presented.

PROJECTS AND ACTION ITEMS

- Ms. Avé-Lallemant noted that there were no changes in the "Projects Pending" report. She reported that 15 common area service requests and 53 in-unit maintenance work orders were completed.

- Staff has been personally contacting unit owners with past due payments for maintenance work orders as a supplement to the standard form letters.
- Management is continuing to investigate the hot water temperature fluctuations in Tier 01.

VOTING ISSUES

A. Fitness Center Preventive Maintenance Contract

Mr. Wilmot suggested that the contract period be reduced from one year to three months (one quarter) to give the Board time to develop an incentivization program.

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

VOTED UNANIMOUSLY to accept the Preventative Maintenance Service Agreement from FitrepairsNVA as amended for one calendar quarter at a cost not to exceed \$275.

TOPICS FOR DISCUSSION

A. Energy Audit

Management has bid out to many firms and has received two viable proposals and expects two more. After review by Jim Regis of S-C Management Corp., management plans to bring the proposals to the Board next month as a Voting Issue.

B. Grounds Maintenance Contract Renewal

The current contractor, The Brickman Group, wishes to change the contract period so as to end on December 31 (now April 30) and is proposing a 1.7-year or 3.7-year contract. Management is satisfied with their services. This will be a Voting Issue on next month's agenda.

C. Pool Maintenance Contract Renewal

The extra week in this year's season will require an adjustment to the contract. The current contractor, High Sierra Pools, offered a one and two year renewal option. High Sierra incorporated all the Board's prior amendments from last year into the renewal contract. Continental Pools has also submitted a proposal for consideration without incorporating the Board's requested amendments.

D. Pool Pass Replacement Charge

The Board concurred with Management's recommendation to change the cost for guest passes to \$2, the same cost as replacement passes. After a discussion about whether additional lifeguards are needed for pool parties, Management offered to ask the pool company for their recommendation.

E. Rules Verbiage Clarification

The Board President had asked Management to address the conflict between the Move-In Policy and the Housekeeping Rules sections of the Sentinel Rules and Regulations. Investor owners are required to pay a Move-In Fee when they purchase and to pay another Move-In Fee when their tenant moves in. Management suggested changing the name of the first fee to "Administrative Fee" or "Fee" to eliminate the perception of double-payment. The Board asked Management to develop proposed specific language to solve this without increasing the fees.

Management has been receiving complaints about commercial vehicles parked on the property. Section 6.10 of the Parking and Towing Policy actually prohibits commercial vehicles. The Board discussed the need for commercial vehicles to park on the property during business hours and asked Management to prepare proposed specific language to correct this Policy.

F. Three-month Calendar

The Due Process meeting will be held on Tuesday, March 10.

NEW BUSINESS

- Ms. Bailey reported that she had received a copy of the fire incident report but it was not elucidating as to the cause of the fire. Ms. Avé-Lallemant added that there are some delays in receiving payment from the insurance company.
- Ms. Avé-Lallemant reported on the theft of several folding chairs from the Community Room.
- A resident expressed dissatisfaction that he was required to pay for a replacement building key. He felt that the condominium fees should cover such expenses. Mr. Wilmot explained that the \$50 fee is a deterrent to reduce the number of requests for replacement keys.
- Some residents complained to Management about residents who are not complying with the pet policy.
- A pet owner complained to Management about a portion of the pet policy preventing pets and owners from using the main building entrance. The owner said that this is the only door they are comfortable using and the only entrance that accommodates their family. Mr. Rapanut indicated the pet owner should write to the Board for a special exception.

ADJOURNMENT

Mr. Rapanut adjourned the meeting at 9:42 p.m.

Respectfully Submitted,



Akisha Edogun, Secretary



Martha Morris, Recording Secretary