

HARBOR OAKS PLACE, INC.

Board of Directors Meeting  
Wednesday, June 19, 2024  
Location: Social Room, First Floor

Call to Order – 6:34

Confirmation of meeting notification: Yes, posted Monday 6/17/24

Establish a Quorum: Yes – Dave, Dan, Carey, Gary & Lisa present as well as Tim from Ameritech

Waived reading of May 14th meeting minutes

### **Financial Report:**

Gary went over the main points on the May financial statements and explained the variance between actual and the budget. There was approximately \$11,400 of excess spending but there were enough expenses under budget that the net was (\$6,600). This included \$5,200 cooling tower repair, Jenkins payment for work on the 10<sup>th</sup> dryer, payment to Frazier for air conditioner piping and tower work, as well as the fact that May was a 3 pay period month for Linda Dauti our cleaning service

### **Agenda Items:**

#### 1) Update on cameras in elevators

The official opinion from the attorney is that HOP owned camera's, with the feed going to the office can be installed in the elevators for security and to have the proof needed to hold those responsible for damage accountable - estimated cost of installation. \$2,400

#### 2) Update on cooling pump leak on cooling tower pump.

The original quote from one contractor was \$6400. Gary got another quote for \$4400 for the same repair. Saved us \$2,000.

#### 3) Update on personal cameras and devices:

It was noted that there are 10 units that have personal cameras outside their units in the hallway common areas. According to the HOP documents: The installation of personal cameras and devices would be considered as a "material modification" of the common area, requiring a 75% vote to approval from the residents /association. A motion was brought by Dave that the existing personal cameras/devices should be removed by July 1, 2024. Seconded by Gary and approved by the full board.

4) Update from task group on additional bike storage:

There is a list of who owns the bikes in the storage room. It was suggested that a letter go out informing those with bikes in the room that there will be a \$50 a year charge for keeping bikes in the room to cut down on the number of unused bikes. This was tabled until the task group has a formal suggestion.

5) Booster pump valve replacement for domestic water:

Contractor sent a quote to replace a defective booster pump relief valve. It was discovered it was for a different property the contractor services. No action is required by HOP.

6) Unit 608 remediation:

This has been completed. The cost was paid partially by HOP and partially by the owner.

7) Office access to residents

Currently we have no guidelines on access to the office. A motion was made by Dan that no more than 2 residents with one board member present be allowed in the office at any time. Seconded by Carey and approved by the board.

8) Establish a Contractor/Resident list to post on community board:

As a courtesy to other residents, there will be a place on the community board for residents to list when contractors are expected to be creating excessive noise with construction in their unit.

9) Approve cost to perform a new wind mitigation report:

Our current wind mitigation report is good for 5 years and will be expiring July 2024. A motion was made by Dave and seconded by Carey to approve a new report be performed at a cost of \$500. Approved by the full board.

**Old Business:**

1) Update on pipe inspections:

Of the 3 systems (sewer/sewer gas; cooling tower; domestic), the first two have been started. The board met with at least 6 contractors.

SEWER PIPES:

16 sewer/gas stacks were looked at with cameras.

The board was provided with pictures and video. The stacks were rated;

6 stacks were rated at LEVEL 5 (which is the highest, FAILURE, in need of immediate attention, imminent and probable sewage back up). To clean these stacks the quote was \$47,500. Once they are cleaned, they can advise us what they suggest we do next. Board will get another estimate.

As far as the sewer gas issue, all the companies said they would not do a smoke test until all the units involved replaced their wax rings on their toilets or a rubber gasket if applicable as this may solve the issue. Notice needs to be given to residents.

Quotes were received for work on the cooling tower stacks. The is estimated to range from \$750,000 - \$1,2 million. 2 companies said there may be an alternatives solution – to stop using the cooling towers and have every unit would need to replace their current air conditioning unit for a new unit that would work independently, not dependent on the towers. This will be looked at starting Friday.

2) update on landscaping services:

The jasmine on the hill was treated and the Russell Landscaping still thinks this method will work at controlling the erosion of the hill. This will be monitored.

3) Update on sale of unit 206

The offer of \$250,000 has been accepted on the unit “as is” and with the buyer paying half of our closing costs which is about \$4,800. They are hoping to get a loan approval in the next day or two.

4) Update on balcony repairs: Amertitech sent a letter to the unit owners that have not removed their tiles.

There have not been many responses to the request for a date when each owner of the affected units expects to have their tile removed. Because of this, it was discussed sending out another letter with a notification that a fine of \$100 per day up to \$1,000 will be imposed for every day not having repairs done or have a start date.

5) Update on unit inspections and volunteers to help complete inspections:

Due to the time involved in scheduling & performing the unit inspections for water/smoke detectors, it was decided that the hall monitors will help get this completed for their perspective floors.

6) Update on status of SIRS report:

We have the SIRS (Structural Integrity Reserves Study) report, it needs to be gone over, approved and then sent to State. Ours should be done long before the deadline of 12/31/24. Once completed a copy of each, the SIRS and Milestone, reports will be available for residents to review.

**New Business:**

1) Review Board Code of Conduct – Tabled

2) Questions from Residents – all involved the issues above and were incorporated where appropriate.

3) Linda reminded residents of the July 4<sup>th</sup> party being sponsored by the Social Committee

Adjournment: 8:01pm