

GLENABBY CONDOMINIUM ASSOCIATION

Board of Directors Meeting Minutes

January 15, 2020 | 1:30 p.m. | Clubhouse

5300 Glenabby Drive Westerville Ohio 43081

1. Call to Order

The meeting was called to order by President R. Holm at 1:30 PM. A quorum of directors was established.

Directors present:

Rod Holm	President
Andi Allen	Secretary
Dave Smith	Treasurer
Joe Santillo	Director
Shaaron Fisher	Director

Community Association Manager – Lisa Bloomer

2. Secretary's Report

- a. The minutes from the November 20, 2019 Board of Director's meeting were reviewed. A motion was made by S. Fisher to approve the minutes as written. Seconded by R. Holm. All in favor, motion carries. The minutes will be posted on TownSq.

3. Treasurer's Report

- a. L. Bloomer submitted the November and the December financials. The November and December financials are posted on TownSq. D. Smith presented the November Treasurer's Report. Due to lack of time that L. Bloomer submitted the December financials D. Smith was not prepared to discuss the December 2019 financials. The Board agreed to meet to discuss the December 2019 financials and the funding of the balance of the reserves for 2019 at a separate meeting, once D. Smith was prepared. Per the 2019 approved budget \$16,640.00 was not funded to the reserve account in 2019. Financial position as of 12/31/2019: Cash in the Union Bank Operating Account was \$44,772.42. Cash in the CFB Money Market was \$87,442.59. Cash in the CFB CD was \$152,934.85. Total Reserves \$240,377.44. Past due Unit Owners was \$595.00. Prepaid Unit Owners was \$5,587.87.



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4. Management Report

- a. L. Bloomer submitted the settlement report, action item report, past due report and violation report. No homeowner submitted an alteration/modification form.

5. Old Business

- a. Chemcote Update: Vendor is expected to return this spring/summer to complete the job. In the meantime, the Board plans to solicit other bids.
- b. Waterworks Findings: Waterworks has been responding to several backups of commodes at one building. Waterworks has reported that they found wipes clogging the plumbing lines. A motion was made by R. Holm for L. Bloomer to forward the invoice to the Unit Owner and advise them that nothing other than toilet paper should be flushed down the commode. The Unit Owner will be responsible for the last invoice and all future invoices. The motion was seconded by J. Santillo. All in favor, motion carries.
- c. Insurance Bids: The current policy expires February 20, 2010. L. Bloomer is soliciting other bids for the Board to compare and be sure that the Board has proper coverage based upon Kaman & Cusimano recommendations. D. Smith is working with Middle Oak. Bids will be obtained by Middle Oak, Travelers and Nationwide.

6. New Business

- a. Board Meeting Schedule: L. Bloomer requested that the scheduled meetings be changed to have time for monthly financials to be reviewed and approved by L. Bloomer and D. Smith has time to review the financial reports to give monthly report to the Board. The Board agreed to change the meetings to the fourth Wednesday of the month. February 26, 2020 6:30 p.m., March 25, 2020 1:30 p.m., April 22, 2020 Annual Meeting 7:00 p.m., May 27, 2020 1:30 p.m., June 24, 2020 6:30 p.m., July 29, 2020 1:30 p.m., August 26, 2020 6:30 p.m., September 23, 2020 1:30 p.m. closed board meeting – budget review, October 28, 2020 1:30 p.m., and November 18, 2020 6:30 p.m. L. Bloomer discussed the processing of the monthly financials and when the Board can expect the monthly reports.
- b. Annual Meeting: April 22, 2020 at 7:00 p.m. at the clubhouse. The Board requested that L. Bloomer invite an attorney from Kaman & Cusimano to handle the Annual Meeting.
- c. Painting: Per IRS Ruling the costs and budget for Common Element and Limited Common Elements Painting must be paid from an operating account – not reserves.
- d. Directory Waiver Forms: Unit Owners should submit the waiver forms to RPM Associa. All forms must be submitted by January 31, 2020.
- e. Reserve Monies for 2019: The Board will hold a special meeting to determine how much of the 2019 reserve funds not funded for 2019 (\$16,640.00) will be paid in 2020 or written off.
- f. Annual Meeting Notice sent to Unit Owners: L. Bloomer provided the Board a copy of the annual meeting notice, nomination form and proxy that was mailed out to all Unit Owners

last year. The Board will discuss and let L. Bloomer know of any changes. The notice should not be mailed out any later than mid-March.

- g. Dave Smith made a motion for the fiscal calendar year 2020, that the budget for 2020, which is attached to the minutes that total \$171,264.00 to be adopted. No second to the motion was received.
- h. Rod Holm made a motion for the fiscal calendar year 2020, that the budget for 2020, which is attached to the minutes that total \$206,964.00 be adopted. The motion was seconded by Shaaron Fisher. Four in favor, one against, motion carries.
- i. Rod Holm made a motion for the fiscal calendar year 2020, that the budget for 2020, which is attached to the minutes that total \$206,964.00 be assessed to all unit owners of record equally. The assessment is due and payable in twelve (12) equal monthly installments of \$223.00 on the first day of each month commencing January 1, 2020. The motion was seconded by Shaaron Fisher. Four in favor, one against, motion carries.
- j. Rod Holm motioned that the Board, acting through its treasurer and or manager, is authorized to expend the funds collected in accordance with but not in excess of the limitations of the individual budget categories established by the attached budget for recurring expenses. For non-recurring expenses the spending limit is one thousand five hundred dollars (\$1,500.00) for any one item of repair or replacement unless specifically authorized by the Board or provided for in the approved budget of the Association, provided that emergency repairs that involve manifest danger to life or property, are immediately necessary for the preservation and safety of the Property or Owners and their guest, or are required to avoid the suspension of any necessary services to the Association, may be made by Agent irrespective of the cost limitation imposed by this Section. The motion was seconded by Joe Santillo. All in favor, motion carries.
- k. Rod Holm motioned that on December 31, 2020, all unexpected funds in the Budget be allocated towards reserves and any balances outstanding in individual accounts where the unit has been sold at foreclosure sale shall be written off as bad debt. The motion was seconded by Joe Santillo. All in favor, motion carries.
- l. Forms on TownSq: The Board would like to discuss at the next Board Meeting the forms they want on TownSq such as the Alteration Form, Complaint Form, Request for Inspecting Records, Rental of Clubhouse, Automatic Payment of Assessments, Homeowner Information Request, Directory Waiver, Records Request Policy, etc. Item to be on agenda for next Board Meeting. L. Bloomer recommends that the welcome Letter be updated on TownSq.
- m. FDIC Insurance: D. Smith investigating rates for other banking institutions to move excess funds into. The Association should not have on deposit more than \$250,000 at any one banking institution. The banking institution must be FDIC insured.



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7. Next Meeting

- a. The next Board of Directors meeting is February 26, 2020 at 6:30 p.m.

8. Adjourn

- a. A motion to adjourn at 3:35 p.m. was presented by S. Foster. Motion was seconded by R. Holm. All in favor, motion carries.

Minutes submitted by Lisa Bloomer, CPM®, CMCA®, AMS®, PCAM®
Director of Operations
Community Association Manager
On Behalf of the Glenabby Condominium Association

Approval by Secretary _____ . Date _____ .

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GLENABBY CONDOMINIUM ASSOCIATION

Board of Directors Meeting Minutes

March 25, 2020 | 1:30 p.m. | Phone Meeting

5300 Glenabby Drive Westerville Ohio 43081

1. Call to Order

The meeting was called to order by President R. Holm at 1:37 PM. A quorum of directors was established. The meeting was via teleconferencing due to Covid-19.

Directors present:

Rod Holm	President
Andi Allen	Secretary
Dave Smith	Treasurer
Joe Santillo	Director
Shaaron Fisher	Director

Community Association Manager – Lisa Bloomer

2. Secretary's Report

- a. The minutes from the January 15, 2020 Board of Director's meeting were reviewed. A motion was made by R. Holm to approve the minutes as written. Seconded by D. Smith. All in favor, motion carries. The minutes will be posted on TownSq.

3. Treasurer's Report

- a. L. Bloomer submitted the February 2020 financials. S. Smith presented the February 2020 Treasurer's Report. Cash in the operating account as of February 29, 2020 was \$46,355.40. Cash in the reserve account as of February 29, 2020 was \$250,514.72. Past due owners as of February 29, 2020 was \$1,454.00. Prepaid assessments were \$8,023.87. The reserve account has more than \$250,000 at one banking institution. The banking institution is only insured for \$250,000.00 per the FDIC regulations. The Board agreed that D. Smith would investigate moving \$75,000 to a certificate of deposit account at another banking institution. D. Smith will provide the other board members with rates and recommendations. Per the 2019 approved budget \$16,640.00 was not funded to the reserve account in 2019. A motion was made by D. Smith to reverse the motion that was approved on September 25, 2019 to hold the funding of three months of reserve installments for 2019. The motion was seconded by S. Fisher. All in favor, motion carries. A motion was made by D. Smith to write off the accrual of four months of reserves for a total of \$16,640.00 from 2019. The motion was seconded by J. Santillo. The motion passed 4 to 1. S.

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Fisher requested that her name be mentioned in the minutes that she voted against this motion. A motion was made to D. Smith to move \$10,640.55 from the operating account to the reserve account as excessive operating funds for 2019. This transfer will be a permanent transfer to the reserve account. The motion was seconded by R. Holm. All in favor, motion carries.

4. Management Report

- a. L. Bloomer submitted the settlement report, action item report, past due report and violation report. No homeowner submitted an alteration/modification form.

5. Old Business

- a. Chemcote Update: Vendor is expected to return this spring/summer to complete the job.
- b. Waterworks Findings: Waterworks has been responding to several backups of commodes at one building. Waterworks has reported that they found wipes clogging the plumbing lines. Unit Owners will be charged if they are creating issues with the plumbing system such as putting wipes into the plumbing system. Do not put anything in the commode other than toilet paper, no matter what the packaging states. The Board agreed not to jet clean the plumbing line, however, after the Governor restrictions have been lifted two vendors will be asked to meet with D. Smith and R. Holm to investigate this matter further. Vendors to reach out to are Roto Rooter and Mr. Rooter.
- c. Insurance Contract: The policy expired February 20, 2020. The Board renewed the policy with Middle Oak. L. Bloomer needs a copy of the new policy for association records and a certificate of insurance to post on TownSq.
- d. D. Smith made a motion to change the meeting start time to 7:00 p.m. The motion was seconded by A. Allen. All in favor, motion carries. Meeting schedule for the balance of 2020 is April 22, 2020, May 27, 2020, June 24, 2020, July 29, 2020, August 26, 2020. September 23, 2020 closed meeting, October 28, 2020 1:30, and November 18, 2020 (Unit Owner Meeting). All board meetings during the Governor's State of Ohio shut down will be closed teleconferencing meetings.
- e. Annual Meeting – date to be determined due to Covid 19. Notice of Annual Meeting will be sent out thirty days prior to the date of the meeting. L. Bloomer to cancel Kaman & Cusimano for the scheduled annual meeting. L. Bloomer to invite Kaman & Cusimano once the new date has been determined.
- f. Directory Waiver Forms: The Board would like RPM to work on putting directory together. J. Santillo will post on TownSq.
- g. Painting: Per IRS Ruling the costs and budget for Common Element and Limited Common Elements Painting must be paid from an operating account – not reserves. The Board tabled this discussion until another meeting.
- h. Forms on TownSq: The Board agreed that J. Santillo will work on revamping TownSq. The welcome letter on TownSq needs to be updated.

6. New Business

- a. Roofers: The approved vendors to the Association are Able Roofing, Summit Roofing, Feazel Roofing and Associa OnCall. R. Holm to meet with all vendors once the Governor's restrictions have been removed.
- b. Drainage: The Board is aware of several drainage issues. These will be evaluated during the spring/summer inspection of the community. No inspection to take place until the Governor's restrictions have been removed.
- c. Reserve Study: L. Bloomer is getting updated pricing from Criterium and Building Reserves. The Board will like to have Building Reserves to do a brand-new study and not use data from the previous reserve study.
- d. Drainage Issues: The Board of Directors will do a spring walk through to look over all drainage issues and solicit bids.
- e. Spring Walk Through: The Board of Directors decided to table the spring walk through until it is safe for the board, management and the vendors to walk the community.
- f. TownSq: J. Santillo volunteered to work on updating TownSq.
- g. Funding for Painting: Per the IRS the payment and funding of the painting of the common and limited common elements must be paid from the operating account. The Board has been funding the reserve account for future painting projects. The Board decided to table this item until the next reserve study is completed. Funding for the future painting projects will be from the operating account and paid from the operating account.
- h. Spectrum Invoices: L. Bloomer reviewed the invoices with the Board from Spectrum and will provide the board a copy in the board packets.
- i. Maintenance Requests vs. Architectural Requests: This topic was discussed, and the board agreed that all members understood the difference between the two.
- j. Cash Accounting vs. Modified Accrual Financials: The Board agreed that Associa RPM should continue the monthly financials based upon Modified Accrual. The treasurers now and moving forward will not present cash accounting to the board or the community as it is too confusing comparing the two reports.

7. Next Meeting

- a. The next Board of Directors meeting is April 22, 2020 at 7:00 p.m.

8. Adjourn

- a. A motion to adjourn at 4:07 p.m. was presented by S. Fisher. Motion was seconded by R. Holm. All in favor, motion carries.



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Minutes submitted by Lisa Bloomer, CPM®, CMCA®, AMS®, PCAM®
Director of Operations
Community Association Manager
On Behalf of the Glenabby Condominium Association

Approval by Secretary Andrea M. Allen . Date August 27, 2020
Corrected Minutes

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GLENABBY CONDOMINIUM ASSOCIATION
BOARD OF DIRECTORS MEETING
MAY 19, 2020 | 6:30p.m. | Clubhouse
5300 Abby Gate Ave., Westerville, OH 43081

1. Call to Order

The meeting was called to order by Rod Holm at 6:30 p.m. A quorum of directors was established.

Directors present:

Rod Holm	President
Dave Smith	Treasurer
Andi Allen	Secretary
Joe Santillo	Director
Shaaron Fisher	Director

2. Old Business

In reaction to a series of emails about accounting and financial questions between D. Smith and L. Bloomer a series of motions was presented to the Board.

D. Smith asked me to present his motions as he wrote them. Since the Meeting Minutes are a permanent record of the Association, where warranted I have presented a version of the motion that maintains the intent of the motion but clarifies necessary details or corrects grammatical errors in parenthesis and italics below his motion. I did not reword the motion if it was not put to a vote.

D. Smith made the motion: "I move that the Board contact Spectrum and they give the Board online access to those reports."

(I move that the Board contact Spectrum to get online access for the Board to monthly billing and collection reports.)

Seconded by R. Holm. Motion passed 3-2, A. Allen and S. Fisher dissenting.

D. Smith made the Motion: "I move that the Board contact Associa to provide information on any outstanding refund request by the Board."

(I move that the Board request Associa to provide information on any outstanding refund requests made by the Board.)

Motion seconded by R. Holm. Motion Passed 5-0

D. Smith made the Motion: "I move that each month Associa provides to the Board any accruals that have been sitting on the books for 60 days or more. The amount, the vendor, and what the accrual is for."

(I move that each month Associa provide the vendor, reason and amount for all accruals that have been sitting on the books for 60 days or more.)

Motion seconded by R. Holm Motion passed 4-1, A. Allen dissented.

D. Smith made the Motion: "I move that in the future if there are any invoices with later payment that Associa will give the Board a copy of that invoice and reimburse the Association for the late fees in the following month."

(I move that in the future Associa provide a copy of any invoices where payment was made after the due date to the Board. Furthermore, it is expected that Associa will reimburse the Association for any late fees in the following month.)

Motion seconded by R. Holm Motion. Passed 5-0.

D. Smith made the Motion "I also move that the Board establish a financial committee of three to monitor the funds of the Association. It would be made up of the Board Treasurer and two unit owners of the Treasurers choice."

No second to the motion. Motion did not proceed.

D. Smith made the motion "I move that when Associa credit card is used to pay invoices that Associa include those invoices in the monthly financial report to the Board."

No second to the motion. Motion did not proceed.

D. Smith made the motion: "I move that Associa issue a check for \$210 with a letter about the refund and mail it to the Hasketts." (Pre-Paid account reflects a credit of \$210 for the Hasketts. Motion tabled.

D. Smith made the motion "I also move that when a Glenabby resident moves that Associa check its records for any Pre-Paid funds that might be due to them."

No second to the motion. Motion did not proceed.

D. Smith made the motion: "I move that the Board request from Associa the March meeting minutes immediately."

No second to the motion. Motion did not proceed.

D. Smith made the motion: "I move that Associa contact Spectrum and to see when we will receive those collected funds for March and April."

The issue: If Spectrum did not send out the collected funds then Associa should have set up an accrual for this Income in the months of March and April. As of the end of April the Association financials did not income of over \$5,000.

No second to the motion. Motion did not proceed.

D. Smith to get a list of what Roach can do (gutters, roof repairs, etc.).

Board indicated that we want to move towards getting new Reserve Study done as soon as feasible.

Board indicated that it is interested in accomplishing elections to the Board of Directors as soon as possible. R. Holm to seek guidance from our lawyer. A. Allen to contact L. Bloomer about process.

A. Allen to compose a letter to Associa about several process issues.

Next Board Meeting: Wednesday, May 27, 2020, 7:00pm by conference call.

Submitted by
Andi Allen

Approval by Secretary

Andrea M Allen

. Date

August 30, 2020

Corrected



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GLENABBY CONDOMINIUM ASSOCIATION

Board of Directors Meeting Minutes

May 27, 2020 | 7:00 p.m. | Phone Meeting
5300 Glenabby Drive Westerville Ohio 43081

1. Call to Order

The meeting was called to order by President R. Holm at 7:00 PM. A quorum of directors was established. The meeting was via teleconferencing due to Covid-19.

Directors present:

Rod Holm	President
Andi Allen	Secretary
Dave Smith	Treasurer
Joe Santillo	Director
Shaaron Fisher	Director

Community Association Manager – Lisa Bloomer

2. Secretary’s Report

The minutes from the March 25, 2020 Board of Director’s meeting were reviewed. A motion was made by R. Holm to approve the minutes as written. Seconded by A. Allen. All in favor, motion carries. The minutes will be posted on TownSq. The minutes of May 19, 2020 were approved with changes. The revised minutes will be posted on TownSq.

3. Treasurer’s Report

L. Bloomer submitted the April 2020 financials. S. Smith presented the April 2020 Treasurer’s Report. Cash in the operating account as of April 30, 2020 was \$47,979.87. Cash in the reserve account as of April 30, 2020 was \$260,358.39. (Interest posted on certificate of deposit for April 30, 2020 not reflected on the balance sheet). Past due owners as of April 30, 2020 was \$128.00. Prepaid assessments were \$7,094.87. The reserve account has more than \$250,000 at one banking institution. The banking institution is only insured for \$250,000.00 per the FDIC regulations. The Board agreed that D. Smith would investigate moving \$75,000 to a certificate of deposit account at another banking institution. D. Smith will provide the other board members with rates and recommendations. On March 25, 2020 the board approved to write off the accrual of four months of reserves for a total of \$16,640.00 from 2019. This is reflected on the April 2020 financial report. On March 25, 2020 the board approved to move \$10,640.55 from the operating

account to the reserve account as excessive operating funds for 2019. This transfer will be reflected on the May 2020 financial report.

4. Management Report

L. Bloomer submitted the settlement report, action item report, past due report and violation report. No homeowner submitted an alteration/modification form.

5. Old Business

- a. Chemcote Update: Work in progress.
- b. Plumbing back-ups 5299 Abby Gate – L Bloomer contacted Roto Rooter to investigate the matter. The appointment will be scheduled with Roto Rooter once the seal coating project is complete in that area.
- c. Annual Meeting – date to be determined due to Covid 19. Notice of Annual Meeting will be sent out thirty days prior to the date of the meeting. L. Bloomer is to invite Kaman & Cusimano once the new date is determined.
- d. Painting: Per IRS Ruling the costs and budget for Common Element and Limited Common Elements Painting must be paid from an operating account – not reserves. The Board tabled this discussion until another meeting.
- e. Forms on TownSq: The Board agreed that J. Santillo will work on revamping TownSq. The welcome letter on TownSq needs to be updated.
- f. Roofers: The approved vendors to the Association are Able Roofing, Summit Roofing, Feazel Roofing and Associa OnCall. R. Holm to meet with all vendors once the Governor's restrictions have been removed.
- g. Drainage: The Board is aware of several drainage issues. These will be evaluated during the scheduled spring walk through on June 4, 2020 at 2:00 p.m.
- h. Reserve Study: A motion was made by J. Santillo to hire Building Reserves for a Full New Reserve Study for \$2,695.00 effective January 1, 2021. The motion was seconded by R. Holm. All in favor, motion carries. R. Holm will send L. Bloomer the signed contract. The goal is to have the reserve study completed by September 1, 2020 to work on the 2021 budget.
- i. Spectrum Invoices: The Board discussed the Spectrum summary and the fact that Spectrum takes care of the billing of the unit owners and it is not part of the monthly fees monitored by Associa Real Property Management. Spectrum and Associa RPM work on past due accounts once they reach 90 days. The Association does not have a major delinquency issue with past due utility invoices. The Board reviewed the unit owners that are late on the monthly utility invoices. Please be sure that you are paying your utility invoice timely. L. Bloomer will provide the monthly reports to the Board, as Spectrum does not provide the statements to the Board Members as Board Members change regularly and Spectrum does not want the responsibility of providing the reports to non-board members. Spectrum has no way to track the board members and Associa cannot be responsible of notifying Spectrum



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of board member changes. Spectrum and Associa work on sending the monthly reports to Associa and Associa to provide to the board members. S. Fisher agreed to reach out to Spectrum about this matter.

6. New Business

- a. Late Fees: Lbloomer to request refund from Associa RPM for late fee from Columbia Gas for \$2.70, AEP for \$16.08 and City of Columbus for \$247.75. Utility invoices set up on ACH.
- b. Settlement question regarding 2027913: The Board requested that L. Bloomer investigate this matter.
- c. Request Refund \$105.51: The Board requested that L. Bloomer request refund of \$105.51 from an invoice April 25, 2019.
- d. Copies of Invoices: The Board can have access to Strongroom to view the invoices for the Association. D. Smith has access now. A. Allen requested access.
- e. TownSq: Unit Owners may view your account status on TownSq.
- f. Complaint Enforcement & Fines: Matter to be discussed further at the June 24, 2020 Board Meeting.

7. Next Meeting

The next Board of Directors meeting is June 24, 2020 at 7:00 p.m. This meeting will be by teleconferencing.

8. Adjourn

A motion to adjourn at 8:52 p.m. was presented by S. Foster. Motion was seconded by J. Santillo. All in favor, motion carries.

Minutes submitted by Lisa Bloomer, CPM®, CMCA®, AMS®, PCAM®
Director of Operations
Community Association Manager
On Behalf of the Glenabby Condominium Association

Approval by Secretary Andrea M. Allen . Date June 24, 2020

GLENABBY CONDOMINIUM ASSOCIATION
BOARD OF DIRECTORS SPECIAL MEETING
June 4, 2020 | 3:00 p.m. | Clubhouse
5300 Glenabby Dr., Westerville, OH 43081

1. Call to Order

The meeting was called to order by Rod Holm at 3:00 p.m. A quorum of directors was established.

Directors present:

Rod Holm	President
Dave Smith	Treasurer
Andi Allen	Secretary
Joe Santillo	Director
Shaaron Fisher	Director

2. Plumbing Issues at 5299 Abby Gate Avenue and 6249 Glenabby Drive

- A. R. Holm made a motion to pay \$1,017.25 to Roto Rooter to pay invoice 32-21896161. S. Fisher seconded. Passed 5-0.
- B. R. Holm made a motion to accept Roto Rooter's proposal for \$11,028 to fix the plumbing problem. 50% of the total is due at time of accepting proposal. The proposal includes a 5 year parts and labor warranty. This project is to be paid out of the Reserve Fund. D. Smith seconded. Passed 5-0.
- C. R. Holm to ask attorney about the possibility of going back to Rockford for compensation for this problem.

Next Board Meeting: Wednesday, June 24, 2020, 7:00pm by conference call.

Submitted by
Andi Allen

Approval by Secretary

Andi Allen

Date

June 24, 2020

GLENABBY CONDOMINIUM ASSOCIATION
BOARD OF DIRECTORS SPECIAL MEETING

June 8, 2020 | 7:30 p.m. | Clubhouse
5300 Abby Gate Ave., Westerville, OH 43081

1. Call to Order

The meeting was called to order by Rod Holm at 3:00 p.m. A quorum of directors was established.

Directors present:

Rod Holm	President
Dave Smith	Treasurer
Andi Allen	Secretary
Joe Santillo	Director
Shaaron Fisher	Director

2. Unit Owners' Requests

A. 6291 Abby Gate Court

R Holm made a motion to approve the proposal to put in a patio. J. Santillo seconded.
Passed 5-0.

B. 5316 Abby Gate Avenue

R. Holm made a motion to accept proposed landscaping changes. S. Fisher seconded.
Passed 5-0.

Next Board Meeting: Wednesday, June 24, 2020, 7:00pm by conference call.

Submitted by
Andi Allen

Approval by Secretary

Andi M Allen

Date

June 24, 2020

**GLENABBY CONDOMINIUM ASSOCIATION
BOARD OF DIRECTORS SPECIAL MEETING
June 18, 2020 | 7:30 p.m. | Clubhouse
5300 Abby Gate Ave., Westerville, OH 43081**

1. Call to Order

The meeting was called to order by Rod Holm at 7:30 p.m. A quorum of directors was established.

Directors present:

Rod Holm	President
Dave Smith	Treasurer
Andi Allen	Secretary
Joe Santillo	Director
Shaaron Fisher	Director

2. D. Smith moved that we waive the requirement of 3 day notice for this meeting. S. Fisher seconded. Passed 5-0.

3. Meeting was called to decide on supplier to repair the floors in 5299 Abby Gate Avenue & 6249 Glenabby Drive, which were torn up in the process of making plumbing repairs. R. Holm presented two bids. S. Fisher made a motion to accept the bid of RJS and award the contract for the work at a price of \$1,060. D. Smith seconded. Passed, 5-0.
Work should begin on the repair on June 23, 2020.

4. D. Smith made a motion that he buy petunias and plant them in front of the clubhouse at a cost not to exceed \$175. R. Holm seconded. Passed 3-2, A. Allen and S. Fisher dissenting.

Next Board Meeting: Wednesday, June 24, 2020, 7:00pm by conference call.

Submitted by
Andi Allen

Approval by Secretary

Andrea M. Allen . Date June 24, 2020

GLENABBY CONDOMINIUM ASSOCIATION

Board of Directors Meeting Minutes

June 24, 2020 | 7:00 p.m.

Community Clubhouse Westerville Ohio 43081

1. Call to Order

The meeting was called to order by President R. Holm at 7:00 PM. A quorum of directors was established. The meeting was held in the clubhouse with board members only due to Covid-19.

Directors present:

Rod Holm	President
Andi Allen	Secretary
Dave Smith	Treasurer
Joe Santillo	Director

Absent - Shaaron Fisher Director

Present - Community Association Manager – Lisa Bloomer

2. Secretary's Report

The minutes from the May 27, 2020 Board of Director's Meeting were reviewed. A motion was made by A. Allen to approve the minutes as written. Seconded by D. Smith. All in favor, motion carries. The minutes from the June 4, 2020 Board of Directors Special Meeting were reviewed. A motion was made by A. Allen to approve the minutes as written. Seconded by J. Santillo. All in favor, motion carries. The minutes from June 8, 2020 Board of Directors Special Meeting were reviewed. A motion was made by A. Allen to approve the minutes as written. Seconded by R. Holm. All in favor, motion carries. The minutes of June 18, 2020 Board of Directors Special Meeting were reviewed. A motion was made by A. Allen to approve the minutes as written. Seconded by R. Holm. All in favor, motion carries. The minutes will be posted on TownSq.

3. Treasurer's Report

L. Bloomer submitted the May 2020 financials. D. Smith presented the May 2020 Treasurer's Report. Cash in the operating account as of May 31, 2020 was \$39,865.78. Cash in the reserve account as of May 31, 2020 was \$276,473.50. (Interest posted on certificate of deposit for April 30, 2020 and May 31, 2020 not reflected on the balance sheet). Past due owners as of May 31, 2020 was \$0.00. Prepaid assessments were \$6,377.87. The reserve account has more than \$250,000 at one banking institution. The banking institution is only insured for \$250,000.00 per

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the FDIC regulations. The Board agreed that D. Smith would investigate moving monies to a certificate of deposit account at another banking institution. D. Smith will provide the other board members with rates and recommendations. Monies will be moved once the Certificate of Deposit matures at CF Bank on July 24, 2020.

4. Management Report

L. Bloomer submitted the settlement report, action item report, past due report and violation report. Landscape Request from D. Smith. Application approved by the Board. Landscaping Request from J. Santillo. Application approved by the Board. B. Epel submitted application for the install of bricks on patio outside the fence. R. Holm motioned to accept the application. D. Smith seconded the motion. Three in favor, one abstains, motion carries.

5. Old Business

- a. Chemcote Update: Vendor paid from reserves.
- b. Plumbing back-ups 5299 Abby Gate – Roto Rooter completed the repairs. Cost of work completed came to \$13,105.25. Invoices paid from the reserve account. Once all documents obtained the Board will forward to the Developer.
- c. Annual Meeting – date to be determined due to Covid 19. Notice of Annual Meeting will be sent out thirty days prior to the date of the meeting. L. Bloomer is to invite Kaman & Cusimano once the new date is determined.
- d. Painting: Per IRS Ruling the costs and budget for Common Element and Limited Common Elements Painting must be paid from an operating account – not reserves. Kaman & Cusimano has advised the Board that the monies saved in the reserve account for painting in the future must be left in the reserve account. Funding for the painting must be paid and charged in the year that the association experiences the expenditure.
- e. Roofers: The approved vendors to the Association are Able Roofing, Summit Roofing, Feazel Roofing and Associa OnCall. R. Holm to meet with all vendors once the Governor's restrictions have been removed.
- f. Drainage: The Board is aware of several drainage issues. Bids will be obtained for these expenditures.
- g. Reserve Study: Phone meeting to take place on July 2, 2020. Vendor to inspect the community on July 10, 2020. The goal is to have the reserve study completed by September 1, 2020 to work on the 2021 budget.
- h. Spectrum Invoices: L. Bloomer will supply the monthly report in the monthly board packet.
- i. Late Fees: Lbloomer to request refund from Associa RPM for late fee from Columbia Gas for \$2.70, AEP for \$16.08 and City of Columbus for \$247.75. Utility invoices set up on ACH.
- j. Request Refund \$105.51: The Board requested that L. Bloomer request refund of \$105.51 from an invoice April 25, 2019.



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- k. **Complaint Enforcement & Fines:** Matter to be discussed further at the July 29, 2020 Board Meeting.
- l. **2019 Tax Return:** The Board was provided a copy of the 2019 tax return. R. Holm signed the copy of the 2019 tax return for the IRS. Monies were due the IRS of \$1,460.00.
- m. **Plumber:** The Board agreed the plumber to be used for the Association is Roto Rooter.
- n. **Completion of Walk through:** Board agreed to meet again June 30,2020 at 6:30 p.m.

6. New Business

- a. **Landscaping Clubhouse:** The Board authorized \$175.00 to spend on landscaping improvements at the clubhouse.
- b. A motion was made by R. Holm to reimburse D. Smith \$80.06 for landscaping reimbursement. The motion was second by J. Santillo. All in favor, motion carries.
- c. A motion was made by R. Holm for D. Smith to purchase three No Trespassing signs. The motion was seconded by J. Santillo. All in favor, motion carries.
- d. Storm sewer drain collars were discussed – no action at this time.
- e. **PPE Products:** L. Bloomer to order supplies.

7. Next Meeting

The next Board of Directors meeting is July 29, 2020 at 7:00 p.m.

8. Adjourn

A motion to adjourn at 8:30 p.m. was presented by R. Holm. Motion was seconded by J. Santillo. All in favor, motion carries.

Minutes submitted by Lisa Bloomer, CPM®, CMCA®, AMS®, PCAM®
Director of Operations
Community Association Manager
On Behalf of the Glenabby Condominium Association

Approval by Secretary Andrea M Allen Date August 27, 2020
Corrected Minutes



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GLENABBY CONDOMINIUM ASSOCIATION

Board of Directors Meeting Minutes

July 29, 2020 | 7:00 p.m.

GoToMeeting

1. Call to Order

The meeting was called to order by President R. Holm at 7:00 PM. A quorum of directors was established. The meeting was held via GoToMeeting with unit owners able to hear the meeting.

Directors present:

Rod Holm	President
Andi Allen	Secretary
Dave Smith	Treasurer (D. Smith stopped participating in the meeting when L. Bloomer started giving her Management Report as of 7-28-2020)
Joe Santillo	Director
Shaaron Fisher	Director

Present - Community Association Manager – Lisa Bloomer

2. Secretary’s Report

The minutes from the June 24, 2020 Board of Director’s Meeting were reviewed. A motion was made by A. Allen to approve the minutes as written. Seconded by S. Fisher. All in favor, motion carries. Previous minutes will be reviewed regarding the spelling of S. Fisher name. The minutes will be posted on TownSq.

3. Treasurer’s Report

L. Bloomer provided the Board a copy of the financials from Associa as of June 30, 2020 via email and the condensed version was part of the meeting packet. Condensed version of financials is on TownSq. Cash in the Operating Account was \$44,717.69, Cash in the Reserve Account was \$261,151.71. No unit owners past due and \$6,191.87 prepaid unit owners. D. Smith presented the June 2020 Treasurer’s Report based on cash accounting. S. Smith motioned that Associa change the format of the financials to reflect Actual Year to Date less Prepaids, less Two Months of Fees. The motion was seconded by J. Santillo. The motion did not pass. Associa RPM will not reflect the financials in this manner. The Board also agreed that Associa

4. Management Report

L. Bloomer submitted the board with the settlement report, Spectrum invoices, action item report, violation report and past due report and prepaid report as of July 28, 2020.

5. Old Business

- a. Chemcote Update: Invoice was paid from the reserve account. S. Fisher has concerns with the job and will reach out to the vendor to discuss her concerns.
- b. Annual Meeting – Tabled due to Covid 19. Notice of Annual Meeting will be sent out thirty days prior to the date of the meeting. L. Bloomer is to invite Kaman & Cusimano once the new date is determined.
- c. Painting: Per IRS Ruling the costs and budget for Common Element and Limited Common Elements Painting must be paid from an operating account – not reserves. Kaman & Cusimano has advised the Board that the monies saved in the reserve account for painting in the future must be left in the reserve account. Funding for the painting must be paid and charged in the year that the association experiences the expenditure. Board may need to decide to handle painting over several years due to the cost of this expenditure. No action to take place until the reserve study is completed and the Board works on the 2021 Budget.
- d. Roofers: The approved vendors to the Association are Able Roofing, Summit Roofing, Feazel Roofing and Associa OnCall. R. Holm to meet with all vendors once the Governor's restrictions have been removed. In the meantime, L. Bloomer to continue to use Able Roofing.
- e. Drainage: The Board is aware of several drainage issues. Bids will be obtained for these expenditures.
- f. Reserve Study: Vendor is working on the study. The goal is to have the reserve study completed by September 1, 2020 to work on the 2021 budget.
- g. Late Fees: The Board is requesting refund from Associa® RPM for late fee from Columbia Gas for \$9.18, AEP for \$81.48, Rumpke for \$11.84 and City of Columbus for \$247.75. L. Bloomer to further investigate. Utility invoices set up on ACH.
- h. Request Refund \$105.51: The Board requested that L. Bloomer request refund of \$105.51 from an invoice April 25, 2019. Associa® RPM approved refund and monies should be deposited in August 2020.
- i. Complaint Enforcement & Fines: R. Holm made the motion for 1st fine to be \$50.00, 2nd Fine to be \$100.00 and 3rd and additional fines to be \$500.00 each. The motion was seconded by S. Fisher. All in favor, motion carries. The Board agreed that the unit owners must comply of the rules and regulations of the community or they will be fined. J. Santillo agreed to post on TownSq. Board also agreed to reach out to some of the violators to have them immediately correct the violations. Board agreed for Associa® RPM to send some letters.
- j. Results of Walk Through: The Board is working on the list of items to be addressed. The Board agreed to prioritize the list and discuss further at the August board meeting.

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- k. No Trespassing Signs: The new signs have been installed. S. Fisher is not happy with where the signs are installed. The Board received recommendations of the install areas and are happy with the install areas.
- l. Storm Sewer Drain Covers: The Board will solicit bids.

6. New Business

- a. Political Signs: General reminder political signs are not permitted.
- b. A motion was made by S. Fisher to hire John DeRoche to clean the gutters and downspouts on the buildings along the tree line for approximately \$400.00 per building. The motion was seconded by J. Santillo. All in favor, motion carries. Vendor will need to supply W-9 and Certificate of Insurance before Associa® RPM can pay the vendor.
- c. Pot Holes: Neff Asphalt will look at the pot holes and give recommendation.
- d. Landscape & Snow Removal Contract: The Board will request Benchmark to submit new bids for 2021. The Board is going to ask for a two-year contract.
- e. Update TownSq: J. Santillo volunteered to update TownSq with some missing items.
- f. Power Washing: A motion was made by R. Holm to hire Ecoservice to pressure clean the buildings. The motion was seconded by J. Santillo. All in favor, motion carries. Vendor will need to submit W-9 and Certificate of Insurance to Associa® RPM before the vendor can be paid.
- g. 6250 Glenabby – Dead Tree: The Board agreed to get bids for the removal of all dead trees.
- h. Handyman Service: The Board agreed to use a Handyman Service.
- i. HVAC Clubhouse: The HVAC system is cleaned and serviced twice a year. A cleaning and service is needed at this time.
- j. Color for Patio Door: S. Fisher agreed to research this matter.
- k. 2021 Projects: item to be addressed once the Reserve Study is complete.
- l. Total Decorative items: J. Santillo will work on this project.

7. Next Meeting

The next Board of Directors meeting is August 26, 2020 at 7:00 p.m. This meeting will be a GoToMeeting and unit owners will be able to hear the Board Meeting. The Board will hold an Open Forum at the start of the meeting. After the conclusion of the Open Forum unit owners will no longer be able to participate in the meeting.

8. Adjourn

A motion to adjourn at 8:45 p.m. was presented by R. Holm. Motion was seconded by J. Santillo. All in favor, motion carries.



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Minutes submitted by Lisa Bloomer, CPM®, CMCA®, AMS®, PCAM®
Director of Operations
Community Association Manager
On Behalf of the Glenabby Condominium Association

Approval by Secretary Joseph C. Santillo Date 9-30-2020

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GLENABBY CONDOMINIUM ASSOCIATION

Board of Directors Meeting Minutes

August 26, 2020 | 7:00 p.m.

GoToMeeting

Open Forum – The Open Forum took place for unit owners to ask routine questions.

1. Call to Order

The meeting was called to order by President R. Holm at 7:00 PM. A quorum of directors was established. The meeting was held via GoToMeeting with unit owners able to hear the meeting.

Directors present:

Rod Holm	President
Andi Allen	Secretary
Dave Smith	Treasurer
Joe Santillo	Director
Shaaron Fisher	Director

Present - Community Association Manager – Lisa Bloomer

2. Secretary’s Report

The minutes from the July 29, 2020 Board of Director’s Meeting were reviewed. The minutes were not approved as presented. The Board will review the minutes at the next board meeting.

3. Treasurer’s Report

D. Smith presented the treasurer report based upon cash accounting. Union Bank account balance in the operating account \$38,851.46. Reserve Account balance was \$266,078.87. One-unit owner past due for \$93.13 and unit owners prepaid for \$6,248.00. The Certificate of Deposit that matured deposited at Wright Patterson Credit Union as a twelve-month certificate of deposit at the rate of 1%. Financials posted on TownSq.

4. Management Report

L. Bloomer submitted the board with the settlement report, Spectrum invoices, action item report, violation report and past due report and prepaid report as of August 24, 2020.



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5. Old Business

- a. Chemcote Update: S. Fisher has concerns with the job and has reached out to the vendor to discuss her concerns.
- b. Annual Meeting – Tabled due to Covid 19. Notice of Annual Meeting will be sent out thirty days prior to the date of the meeting. L. Bloomer is to invite Kaman & Cusimano once the new date is determined.
- c. Associa® RPM credited Association \$105.51 and monies deposited in August 2020.
- d. Roofers: The approved vendors to the Association are Able Roofing, Summit Roofing, Feazel Roofing and Associa OnCall. R. Holm to meet with all vendors once the Governor's restrictions have been removed. In the meantime, L. Bloomer to continue to use Able Roofing.
- e. Drainage: The Board is aware of several drainage issues. Bids will be obtained for these expenditures.
- f. Reserve Study: Vendor is working on the study. The goal is to have the first draft of reserve study completed by September 1, 2020 to work on the 2021 budget.
- g. Late Fees: The Board is requesting refund from Associa® RPM for late fee from Columbia Gas for \$9.18, AEP for \$81.48, Rumpke for \$11.84 and City of Columbus for \$247.75. L. Bloomer to further investigate.
- h. Results of Walk Through: The Board is working on the list of items to be addressed. The Board agreed to prioritize the list and discuss further at the August board meeting.
- i. No Trespassing Signs: The new signs have been installed. S. Fisher is not happy with where the signs are installed. The Board agreed not to take any further action.
- j. Storm Sewer Drain Covers: The Board will solicit bids.
- k. John DeRoche cleaned the gutters and downspouts along the tree line. Vendor needs to submit documentation to be paid.
- l. Pot Holes: They will be evaluated and addressed as needed.
- m. Landscape & Snow Removal Contract for 2021-2022: Bid has been solicited from Benchmark.
- n. Ecoservice was hired to pressure clean the buildings. Vendor needs to submit documentation to be paid.
- o. Bid received for dead and dying trees and shrubs. The cost is high, and Board will need to determine necessities.
- p. 2021 Projects: Item to be addressed once Reserve Study complete.

6. New Business

- a. 2021 Budget: L. Bloomer submitted Associa Guidelines and the 2021 Exhibit A.
- b. Request from J Pace to inspect 2019 Annual Meeting Records again: No action currently. R. Holm reached out to the unit owner.
- c. Prepaid Balances: L. Bloomer reviewed Associa's Policy. Refunds will be used as needed.



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- d. Association Fees run with the unit not the owner. If you purchase a unit with a balance due on the association fees you must pay the fees due or collect from the seller at closing. If you are selling your unit and have a credit balance you will need to collect those funds from the buyer at the closing. D. Smith made a motion to issue a refund to the previous owner of 6254 Glenabby Drive. No second to the motion. No action to be taken by the Board.
- e. Removal of Association Treasurer: A. Allen motioned to remove D. Smith as treasurer and appoint him as Member at Large. Motion was seconded by S. Fisher. Four in Favor and One Opposed (D. Smith). Motion carries.
- f. New Association Treasurer: R. Holm motioned to appoint A. Allen Treasurer. The motion was seconded by S. Fisher. Four in Favor and One Opposed (D. Smith). Motion carries.
- g. New Association Secretary: A. Allen motioned to appoint S. Fisher secretary. S. Fisher declined. R. Holm motioned to appoint J. Santillo secretary. A. Allen seconded the motion. All in favor, motion carries.
- h. Finance Committee: D. Smith motioned to form a maintenance committee made up of three-unit owners. No second to the motion. No action to be taken by the board.

7. Next Meeting

The next Board of Directors meeting is September 30, 2020 at 6:30 p.m. This meeting will be a budget meeting for the board. Unit Owners will be able to hear the October 28, 2020 Board of Directors Meeting. After the conclusion of the Open Forum Unit Owners will no longer be able to participate in the meeting.

8. Adjourn

A motion to adjourn at 8:01 p.m. was presented by R. Holm. Motion was seconded by J. Santillo. All in favor, motion carries.

Minutes submitted by Lisa Bloomer, CPM®, CMCA®, AMS®, PCAM®
Director of Operations
Community Association Manager
On Behalf of the Glenabby Condominium Association

Approval by Secretary Joseph C. Santillo Date 9-30-2020



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GLENABBY CONDOMINIUM ASSOCIATION

Board of Directors Meeting Minutes

September 30, 2020 | 7:00 p.m.

Clubhouse

Open Forum – No unit owners present – board met in person.

1. Call to Order

The meeting was called to order by President R. Holm at 7:00 PM. A quorum of directors was established.

Directors present:

Rod Holm	President
Andi Allen	Treasurer
Joe Santillo	Secretary
Shaaron Fisher	Director

Present - Community Association Manager – Lisa Bloomer

Absent – Dave Smith - Director

2. Secretary’s Report

The Board of Directors reviewed the minutes of July 29, 2020. A motion was made by R. Holm to approve the minutes of July 29, 2020 as presented. The motion was seconded by S. Fisher. All in favor, motion carries. The Board reviewed the minutes of August 26, 2020. A motion was made by R. Holm to approve the minutes of August 26, 2020 as presented. The motion was seconded by S. Fisher. All in favor, motion carries. The Board had a work session with Associa on September 26, 2020 to review the 2021 Budget. No business decisions were made.

3. Treasurer’s Report

A. Allen presented the treasurer’s report as of 8-31-2020. Union Bank account balance in the operating account \$40,344.62. Reserve Account balance was \$270,789.31. Current reserve statements not available as of 8-31-2020. Past due owners of \$576.13 and unit owners prepaid for \$6,612.00. The Certificate of Deposit that matured was deposited at Wright Patterson Credit Union as a twelve-month certificate of deposit at the rate of 1%. Financials posted on TownSq.

4. Management Report as of September 28, 2020

L. Bloomer submitted the board with the settlement report (3 sales for 2020), Spectrum invoice report (7-27-2020 - 8-18-2020), action item report, violation report (2-unit owners – 1-unit owner does not agree with the violation notice) and past due report (3-unit owners for \$1,096.13) and prepaid report (16-unit owners for \$3,948.00) as of September 28, 2020. Per the board request last month, L. Bloomer is working on refunding prepaid balances or asking unit owners to pay a lesser amount for November 2020.

5. Old Business

- a. Chemcote Update: Vendor will come back next spring to address concerns.
- b. Annual Meeting – Tabled due to Covid 19. Notice of Annual Meeting will be sent out thirty days prior to the date of the meeting. L. Bloomer is to invite Kaman & Cusimano once the new date is determined.
- c. Drainage: The Board is aware of several drainage issues. Bids will be obtained for these expenditures.
- d. Reserve Study: Vendor is working on the study. The goal is to have the final reserve study by November 1, 2020.
- e. Late Fees: A motion was made by A. Allen to apply all the fee for minutes for 2020 of approximately \$1,200.00 against the late fees due of approximately \$350.25. S. Fisher seconded the motion. All in favor, motion carries. Associa will not charge for the preparation of any minutes in 2020 in exchange Associa will not reimburse the Association the late fees.
- f. Landscape & Snow Removal Contract for 2021-2022: A motion was made by R. Holm to hire Benchmark Landscape Construction, Inc. for an annual fee of \$34,675.00 for 2021 and 2022 for landscaping services. This fee does not include mulching either year. The Board does not plan to do any installation of mulching in 2021 and the mulch will only be fluffed. The Board will decide next year what to do about the mulching for 2022. The motion was seconded by J. Santillo. All in favor, motion carries. A motion was made by R. Holm, to hire Benchmark Landscape Construction, Inc. for snow removal in 2021-2022 after three inches of snowfall. The motion was seconded by S. Fisher. All in favor, motion carries.
- g. Ecoservice was hired to pressure clean the buildings. Vendor needs to submit documentation to be paid.
- h. Neff Paving Proposals: The Board discussed the proposals and agreed to have Neff Paving update bids for 2021.
- i. 2021 Budget – L. Bloomer submitted the Board with a draft of the 2021 Budget, Schedule A and Management Fee Notice. The Board had worked on the draft for the monthly condominium fees to be at a rate of \$240.00 - \$243.00 after financial decisions were made at the meeting. L. Bloomer will adjust the budget based on these decisions to see the new rate for 2021. A motion was made by J. Santillo to increase the fees to \$243.00 effective January 1, 2021. The motion was seconded by R. Holm. All in favor, motion carries. The Board agreed



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to put \$500.00 into GL 6110 for floral for 2021. The Board agreed to fund in the operating budget the difference of two months fees between 2020 and 2021.

The Board agreed to fund the reserves in 2021 at \$63,600.00 The Board agreed to budget in the reserve account \$35,800 for asphalt/storm drain, etc. expenses in 2021. The Board agreed to increase the funding of the reserves each year 15% through 2023, then 14% through 2028, then 3% each following year. Recommendations were forwarded to Building Reserves to adjust. The Board agreed to present a letter from the Board to the unit owners with the budget notice sent by Associa.

6. New Business

- a. Spectrum Contract – The Board requested that L. Bloomer provide board with a copy of the contract.
- b. **Reimburse Joe Santillo**

7. Next Meeting

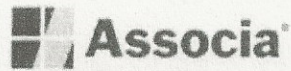
The next Board of Directors meeting is October 28, 2020 at 7:00 p.m.

8. Adjourn

A motion to adjourn at 8:40 p.m. was presented by R. Holm. Motion was seconded by S. Fisher. All in favor, motion carries.

Minutes submitted by Lisa Bloomer, CPM®, CMCA®, AMS®, PCAM®
Director of Operations
Community Association Manager
On Behalf of the Glenabby Condominium Association

Approval by Secretary _____ Date October 28, 2020



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GLENABBY CONDOMINIUM ASSOCIATION

Board of Directors Meeting Minutes

October 28, 2020 | 7:00 p.m.

GoToMeeting

Open Forum – No unit owners present –

1. Call to Order

The meeting was called to order by President R. Holm at 7:09 PM. A quorum of directors was established.

Directors present:

Rod Holm	President
Andi Allen	Treasurer
Joe Santillo	Secretary
Shaaron Fisher	Director
Dave Smith	Director

Present - Community Association Manager – Lisa Bloomer

2. Secretary's Report

The Board of Directors reviewed the minutes of September 30, 2020. A motion was made by S. Fisher to approve the minutes of September 30, 2020 as presented. The motion was seconded by R. Holm. All in favor, motion carries.

3. Treasurer's Report

A. Allen presented the treasurer's report as of 9-30-2020

GLENABBY CONDOMINIUM ASSOCIATION

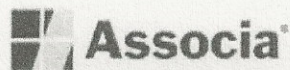
TREASURER'S REPORT for 10/28/2020 submitted by Andi Allen

Balances in accounts as of 09/30/20:

Operating Funds in Union Bank	\$ 45,766.08
Reserve Fund in CF Bank	\$120,135.95
Reserve Account at WPCU	\$ 9.47
Reserve CD at WPCU	\$155,521.59

Current spending projections are well within the 2020 Budget. Detailed financial documents are available on TownSq.

We are in the process of finalizing 2021 Budget.



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4. Management Report as of October 25, 2020

L. Bloomer submitted the board with the settlement report (3 sales for 2020), Spectrum invoice report not available, action item report, violation report (2-unit owners) and due report (2-unit owners for \$497.13) as of October 25, 2020. Per the Board request, L. Bloomer is working on refunding prepaid balances or asking unit owners to pay a lesser amount for November 2020.

5. Old Business

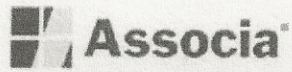
- a. Chemcote Update: Vendor will come back next spring to address concerns.
- b. Annual Meeting – Tabled due to Covid 19. The Board discussed whether they should schedule an annual meeting in the next couple of months or tabled until April 2021. The Board agreed to tentatively schedule the annual meeting on April 21, 2021 at 7:00 p.m. at the clubhouse. Please mark your calendar. Notice of Annual Meeting will be sent out thirty days prior to the date of the meeting. L. Bloomer is to invite Kaman & Cusimano once the meeting has been firmed up.
- c. Drainage: The Board is aware of several drainage issues. Bids will be obtained for these expenditures.
- d. Reserve Study: Vendor is working on updating the study. The final version will be posted on TownSq prior to December 31, 2020.
- e. Ecoservice was hired to pressure clean the buildings. Vendor needs to submit documentation to be paid.
- f. Neff Paving Proposals: Vendor to update bids for 2021.
- g. 2021 Budget – After much discussion and several ideas presented, A. Allen made the motion to approve the 2021 budget at \$243.00 per month effective January 1, 2020. The motion was seconded by S. Fisher. All in favor, motion carries. The Board agreed to present a letter from the Board to the unit owners with the budget notice sent by Associa. The Board agreed to sign the approved budget, the management fee notice and the Schedule A and submit to L. Bloomer before October 31, 2020. Major capital improvements soon are asphalt repairs/replacement and roof replacements.
- h. Spectrum Contract – L. Bloomer supplied the board with a copy of the contract.
- i. DLL Landscaping – The Board hired vendor to address dead and dying trees. The Board authorized S. Fisher to spend up to \$15.00 to replace a dead bush that was not on the contract.

6. New Business

- a. Rumpke Contract - Board to review

7. Next Meeting

The next Board of Directors meeting is November 18, 2020 at 7:00 p.m.



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8. Adjourn

A motion to adjourn at 8:48 p.m. was presented by R. Holm. Motion was seconded by J. Santillo. All in favor, motion carries.

Minutes submitted by Lisa Bloomer, CPM®, CMCA®, AMS®, PCAM®
Director of Operations
Community Association Manager
On Behalf of the Glenabby Condominium Association

Approval by Secretary Joseph C. Santillo Date 11/18/2020

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GLENABBY CONDOMINIUM ASSOCIATION

Board of Directors Meeting Minutes

November 18, 2020 | 7:00 p.m.

GoToMeeting

Open Forum –

1. Call to Order

The meeting was called to order by President R. Holm at 7:00 PM. A quorum of directors was established.

Directors present:

- Rod Holm President
- Andi Allen Treasurer
- Joe Santillo Secretary
- Shaaron Fisher Director – unable to participate
- Dave Smith Director

Present - Community Association Manager – Lisa Bloomer

2. Secretary’s Report

The Board of Directors reviewed the minutes of October 28, 2020. A motion was made by S. Fisher to approve the minutes of October 28, 2020 as presented. The motion was seconded by A. Allen. All in favor, motion carries.

3. Treasurer’s Report

GLENABBY CONDOMINIUM ASSOCIATION
TREASURER’S REPORT for 11/18/2020 submitted by Andi Allen

Balances in accounts as of 10/31/20:

Operating Funds in Union Bank	\$43,707.78
Reserve Fund in CF Bank	\$124,830.80
Reserve Account at WPCU	\$9.47
Reserve CD at WPCU	\$155,668.15.
Total Reserve Funds	\$280,508.42

Current spending projections are well within the 2020 Budget. Detailed financial documents are available on TownSq.

Highlights of the 2021 Budget include:

Most line items only increased by a standard inflation amount.



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We have reduced landscaping costs by deciding not to add additional mulch to the Limited Common Areas this year. The existing mulch will be turned over to provide a fresher look.

You will also see a line item for Fee Increase Year-to-Year. This allows us to budget for the fact that since the monthly assessment has increased the amount that will be required at the end of the year to meet the requirement to leave 2 months' worth of assessments in our checking account to begin the next year also increases.

The increased expenses projected by the new Reserve Study create the largest portion of the increase in monthly assessments.

Reserve Study

The final tweaks on our Reserve Study are being finalized. The Reserve Study will be posted on TownSq by December 31, 2020.

Monthly Assessment

Beginning January 1, 2021, the Glenabby Condominium monthly assessment per unit will increase to \$243. Details on all these items are available in the packet sent to each resident by Associa Property Management.

4. Management Report as of November 18, 2020

L. Bloomer submitted the board with the settlement report (3 sales for 2020), Spectrum invoice submitted 8-27 – 10-26-2020, action item report, violation report (1-unit owner), five prepaid unit owners for \$1,115.00 and past due report (3-unit owners for \$1,241.13) as of November 17, 2020.

5. Old Business

- a. Chemcote Update: Vendor will come back next spring to address concerns.
- b. Annual Meeting – Tabled due to Covid 19. The Board discussed whether they should schedule an annual meeting in the next couple of months or tabled until April 2021. The Board agreed to tentatively schedule the annual meeting on April 21, 2021 at 7:00 p.m. at the clubhouse. Please mark your calendar. Notice of Annual Meeting will be sent out thirty days prior to the date of the meeting. L. Bloomer is to invite Kaman & Cusimano once the meeting has been firmed up.
- c. Drainage: The Board is aware of several drainage issues. Bids will be obtained for these expenditures.
- d. Reserve Study: Vendor is working on updating the study. The final version will be posted on TownSq when completed.
- e. Neff Paving Proposals: Vendor to update bids for 2021.
- f. DLL Landscaping – The Board hired vendor to address dead and dying trees.



Our Mission Statement
*Delivering unsurpassed management
and lifestyle services to communities worldwide.*

6. New Business

- a. HYPE Announcement – L. Bloomer sent the board a breakdown of the needs of Associa to close out the December 31, 2020 financials.
- b. Architectural Applications – The board will address all architectural applications. The board will receive the applications, review the applications, reach out to the unit owner with any questions or concerns, advise the unit owner in writing if the application has been approved or denied and send Associa® Real Property Management a copy of the approved or denied application for the association files.

7. Next Meeting

The next Board of Directors meeting is January 27, 2021 at 7:00 p.m.

8. Adjourn

A motion to adjourn at 8:05 p.m. was presented by R. Holm. Motion was seconded by J. Santillo. All in favor, motion carries.

Minutes submitted by Lisa Bloomer, CPM®, CMCA®, AMS®, PCAM®
Director of Operations
Community Association Manager
On Behalf of the Glenabby Condominium Association

Approval by Secretary Joseph C. Santillo Date 1-30-2021