

Baldwin Grove Condominium Board Meeting Minutes

March 19, 2019

The Baldwin Grove Condominium Board of Directors meeting was called to order at 7:00 p.m.
Board Members Present: Chuck Kelleher, Ann Durham, Linda Thel, Jesse Laswell, Maryam Zahir
Also Present: Racheal Gore, Community Manager, Sequoia Management

Open Forum

- Jim noted that the landscapers had been on-site that day but needed to return and pick up more branches. Management will find out when they plan to return to do that.

Review of Minutes

- The February 2019 Board meeting minutes were reviewed. Linda motioned to approve the February 2019 minutes. Ann seconded the motion, all were in favor, and the motion passed unanimously.
- The Board requested information on any recommended actions related to their unappropriated equity.
- Management recommended breaking down the common area maintenance line items into more distinct categories during budget preparation for 2020.

Financials

February 2019 financials were provided in the Board package. Linda motioned to approve the February 2019 financials. Ann seconded the motion, all were in favor, and the motion passed unanimously.

Old Business

- The Board discussed the attorney's response to their questions about restricting rental units. Ultimately the attorney noted that lease restrictions would require an amendment of the Bylaws which would require approval of the majority of owners, which is unlikely due to the ratio of owner-occupied to rented units. The attorney also noted that while the Bylaws require leases to be for no less than six months, they don't technically require owners to submit a copy of the lease to the Board. The Board requested a draft resolution from the attorney that would require owners to submit a copy of leases to the Board and would also make receipt of the unit information form with accurate and current information a requirement.
- The operational calendar was reviewed. Management will have the exterior spigots turned on in April. Management will also ask the plumber to inspect the window well sump pumps at the same time.
- The Board would like to schedule a landscape walk with Shenandoah and wants to focus on grass around the community. The Board is interested in installing alternatives to grass such as grape leaves or plants that grow well in low sunlight. The Board would also like to discuss any drainage issues around the property during the landscape walk. Ann, Linda, and Maryam expressed that they would like to attend. Management will coordinate a date for the walk.
- The Board asked Management to find out if Reston Association has any recommendations for native ground cover.
- The Board noted that when the exterior renovations begin again, they want to have detailed work schedules posted on each bulletin board.
- The Board reviewed the utility chart. Management was unable to confirm why the electric bills for 11314 Sundial and 1334 Garden Wall were higher than the other buildings. The electric company suggested checking the heaters in those buildings to see if they were running normally. Management will ask maintenance to do that when they go out to turn them off.
- Eric discussed potential topics for the upcoming newsletter. Linda asked him to include a reminder that residents should not use the spigots to wash vehicles, and grills must be 15 ft. away from the building when in use.

- Management will update the annual calendar to reflect beginning the budget process earlier this year, in July. Management will also add a reminder to obtain bids for cyclical building painting once the exterior renovations are complete.
- Linda signed the 2017 draft audit representation letter. Management will submit it to Goldklang.
- The Board noted that they would like to bid out the landscaping and snow contracts again. They would like to find out what their options are for saving on snow removal.
- Management will send Eric information for the newsletter on what's included in the landscape contract and what is not included. Management will also assist Eric with articles about the Board's responsibilities.

New Business

- The Board reviewed a quote from VSC for repairs for issues found during the 5 year inspection. Linda motioned to approve the proposal in the amount of \$1,480. Ann seconded the motion, all were in favor, and the motion passed unanimously.
- The Board reviewed photos and information from KGS regarding lack of insulation and damaged building components around an exterior sprinkler head at 1301 Garden Wall Ct. Linda motioned to approve their proposal for repairs, not to exceed \$1,500. Chuck seconded the motion, all were in favor, and the motion passed unanimously.
- The Board asked if an engineer could evaluate insulation at the buildings while preparing specifications for exterior renovations. Management will ask.
- The Board reviewed proposals from Shenandoah but decided to table them until the next meeting.
- The Board discussed a loan offer from National Cooperative Bank (NCB) as well as a draft letter to the residents about the exterior renovation project. The Board would like Management to obtain proposals for engineers to oversee the bidding process and the work, as well as obtain bids from contractors, before they ask the community to vote on a loan versus a special assessment. Management will inform NCB of the timeline and ask them to extend the offer deadline.
- Maryam Zahir advised the Board that she would like to be appointed to fill the Board position left open with Judy Kostelnik moved away. Linda motioned to appoint Maryam to the Board of Directors. Chuck seconded the motion, all were in favor, and the motion passed unanimously.

Executive Session

The Board entered Executive Session at 9:06 PM to discuss delinquent accounts and sensitive correspondence.

Adjournment

The meeting was adjourned at 9:19 PM.