

Royal Arms HOA Board Meeting
August 15, 2018
RA Lobby

Meeting Called to Order 6:33 p.m.

Roll Call

Present: Nancy Hillig, Brad Goodenough, Pat Mainella, Ed Trompke

Others Present: Heather Clot, CAP; Ed Hamilton, CAP; three owners

Quorum present? Yes

Approval of Minutes

Pat moved to approve minutes from July 11, 2018. Brad seconded. **MOTION APPROVED.**

Report of Officers

1. Financial Report. Brad presented the financial report. Financials will be posted on the RA website. Heather noted FDIC concern.
2. House Committee. Pat reported the work of the House Committee.
 - a. Revised Rules and Regulations, second reading. The House Committee revised and submitted. The revised ARC will be incorporated into the document when finalized.
ACTION ITEM: The Board will review final changes and approve via email on or before September 8, 2018.
 - b. Revised ARC form and process, first reading. The House committee reviewed, revised, and submitted for approval. Concern regarding the six-week timeline noted; it is hoped that with the revision should have a turn-around time between one to two weeks. The final revision will be incorporated into the House Rules and Regulations.
ACTION ITEM: The Board will review final changes and approve via email on or before September 5, 2018.
 - c. Bike Room. Only two bikes remain that do not have permits. Board will wait until October to cut off locks and donate, hoping that owners will respond. Next audit will take place in mid-November.
 - d. Landscaping. The current landscapers are still trying to plant “colorful flowers” and stick with the landscaping contract monthly requirements. Discussion centered on the sprinkler system, impact of the fire escape project on landscaping, and new landscaping plans after the fire escape project is complete.
ACTION ITEM: Bob will be asked to take over the turning off the sprinkler system in October and starting it again in April.
ACTION ITEM: House committee will submit a plan for future landscaping [spring, 2019] to Heather for bid. To be completed after the fire escape project is finished.

Old Business

1. Action item list. Board discussed the action item list updated as of August 14 by Nancy, Pat, and Wes. Discussion included the fire code violations – CAP/BOB/FIRE SERVICE VENDOR will be used to address each violation before “re-inspection to be made on or after 08/27/2018 to determine compliance” [Fire Inspection Report, 07/18/2018].
ACTION ITEM: Heather will reissue fire balcony memo and include Fire Marshal’s code violations report reissued 07/18/2018 [page 97, Board packet].
ACTION ITEM: Pat will post Fire door sign per fire inspection report on laundry room door.
ACTION ITEM: Heather will get bids for signs and installation of magnet doors on laundry/mail room doors.
ACTION ITEM: Recycling cans lids required. Heather will replace three lids ASAP
ACTION ITEM: Updated Action List as of August 15 will be sent to Heather to post on website, replacing the current posting.
ACTION ITEM: A Board member will complete the walk-through with new owner(s). Heather will contact Nancy to set up the walk-through. Process developed in conjunction with Welcome Packet.

New Business

1. Fire Escape Bids. Additional bids submitted: Charter, Summit. Lorentz-Brunn and NJP will submit bids within five to seven days. Noted: Royal Arms paid Miller Engineering to oversee the project. The Board will make a decision by the end of August and ratify at the next Board meeting.
2. Reserve Study and Implications. The Board will seek more information from Justin [CERTA] regarding fire escapes and balconies as well as the possibility of reorganizing the order of roof replacement and repointing bricks.
ACTION ITEM: Board meeting with Justin, CERTA, on August 27, 2018
3. Plumbing Study and Implications. A plumbing assessment, recommended since the 2015 Reserve Study, needs to commence. At the May, 2018 Board meeting, the Board approved a motion to “enlist MP Plumbing, at a cost not to exceed \$2000, to provide an assessment of plumbing, recommendations for updates, and/or repairs, and an advisory scope of work.” MP Plumbing report did not include the Board’s requirements.
ACTION ITEM: The Board will continue to seek vendors to submit an assessment that follows the Board’s directions. Heather and Ed Hamilton will assist.
4. Moved to November agenda: building security assessment, RA organizational chart, web hosting, and community forum
5. Next Board meeting will be in October to discuss budget.
ACTION ITEM: Brad will set up meeting date in October using doodle.com.
6. November 14, 2018 Board meeting: Heather will be unable to attend.

Community Forum

1. Owner presented information that the balcony is visibly pulling away in unit and the tile is chipping off at the edges. Volunteered to use unit for exploratory unit until Sept. 2.
2. Ed Hamilton, CAP, indicated that the cost of many of the items listed in the Reserve Study will need to be completed via owner assessment. He noted that cost and interest rates [which

will rise in the coming months], indicate that the Board should plan now and not put off what will cost owner more in the future.

3. Due to cost, and the Board's fiduciary responsibility, it might be wise to complete the fire escapes and balconies at the same time.

ACTION ITEM: As the Board will select a bid for the fire escapes as of August 30, the Board should request that the company selected look at Unit 304 in order to understand balcony issues.

ACTION ITEM: Board requested Jason to provide information on load testing and floor testing balconies as opposed to fire escapes. The Board needs further information regarding balconies attached to fire escapes indicated in the Fire Marshal appeal.

4. Owner requested payment for windows. Board responded that attorney had incorrect information and decision would be rendered in Executive Session.

Executive Session. Nancy moved to move to Executive Session. Ed seconded. **MOTION APPROVED**

Meeting adjourned 8:34 p.m.