

Royal Arms HOA Annual Meeting
February 21st, 2018
6:30 p.m. RA Lobby

Board Members

Present: Brad Goodenough, Nancy Hillig, Tony Daguanno

Others Present: Wes Finchum, CAP

Quorum present? Yes

Annual Meeting Proceedings

1. Meeting called to order at 6:33 p.m.
2. 2017 Meeting Minutes – Approved
3. Wes Finchum verified proof of notice of meeting or waiver of notice and a quorum of 25% was met

Report of Officers

1. January financial summary and cost overages - Wes Finchum
2. Channels of communication - Wes Finchum
 - a. Emergencies, service requests, and urgent communication are communicated directly to Wes and Shannon at CAP.
 - b. The community forum website is a place for owners to share feedback and ideas. The Board will manage the posts and address issues, concerns, or questions during board meetings so everything is documented via meeting minutes.
3. Reports of Committees
 - a. No reports

Election of Directors

1. Nominations from the floor and candidate forms
 - Kate Chamberlin #510
 - Nancy Hillig #509
 - Pat Mainella #203

Old Business

1. Fire escape repair update Donia from NJP Restoration reviewed some of the logistics regarding the upcoming fire escape project.
 - a. Project start date currently planned for May of 2018. Phase 1 is repairing the fire escapes beginning with a top unit to plan cost and completion time. Anticipated length of project is 6 months.
 - b. HOA Board will review the budget and needs of building to discuss timing of Phase 2 that will repair individual decks. ACTION ITEM: Work schedule to be provided to all owners for Phase 1 and 2
 - c. During construction, some parking spots will be closed for contractors use. Owners inquired about asking nearby local business if they would allow RA residents to use their parking lots. ACTION ITEM: Inquire about parking

- d. For safety reasons, part of the sidewalk will be closed, fire escapes will be covered with plastic draping, and windows near the work will be covered as well. ACTION ITEM: Meeting with owners of the units closest to the work
- e. Donia explained metal horizontally slotted grating is being used. This material allows water to drain while offering a strong and reliable platform. Questions from owners included the following.
 - Fire escapes lit or glow in the dark strips added -- this is outside the scope of contractors work and not required per fire code.
 - Plans for the fire escapes provided to owners. ACTION ITEM: Donia will provide plans and CAP/HOA Board will distribute to owners
 - Post signs in building that the fire escapes are not to be used.
 - Ten units connect to the fire escapes from sliders within these units. In 1974, an appeal was submitted for the fire escapes to be decommissioned and turned into patio space. The Board previously considered decommissioning and was advised it is not possible due to the space between stairwells. The decision could currently be appealed to the city for the ten units to be used as patio space.

New Business

1. Owner inquiries
 - a. Ask JRJ to pay for the rekey as the key was stolen from their lockbox. ACTION ITEM: CAP/Board to make the request to JRJ for reimbursement
 - b. Unit #211 -- JRJ still needs to complete in her unit. ACTION ITEM: CAP/Board to schedule with JRJ
 - c. HOA meeting dates to be set up one year in advance.
2. Rental lease length and rental cap requirements
 - a. Rental lease agreement. Some owners are using 30-day rentals effectively and are following the rules; others prefer a longer lease length to save wear and tear on the building.
 - b. Rental cap. Currently, there is no rental cap although the Board has previously unsuccessfully tried to pass a rental cap. The number of units currently rented out exceeds 50%; this could be an issue in years to come if lending guidelines tighten as lenders prefer more owner occupied units and/or mortgages are based on the percentage of rental units. ACTION ITEM: HOA continues to monitor and review rental cap during the next five years
 - c. Smoke-free facility. The Board approved moving forward to vote on the building becoming a smoke free facility. ACTION ITEM: Owner vote on issue
3. Election of Board Members Results – Board welcomes Kate Chamberlin (#510), Nancy Hillig (#509), Pat Mainella (#203)

Meeting adjourned at 8:21 p.m.

**Royal Arms HOA Board Meeting
February 21st, 2018
RA Lobby**

Board Members

Present: Brad Goodenough, Nancy Hillig, Pat Mainella, Kate Chamberlin

Others Present: Wes Finchum, CAP

Quorum present? Yes

Board Meeting Proceedings

1. Meeting called to order at 8:25 p.m.

Election of Officers

1. Board appointed Ed Trompke #413 to fill term remaining

Other Business

1. Board Offices assigned
 - Nancy Hillig President
 - Brad Goodenough, Treasurer
 - Pat Mainella, Secretary
 - Kate Chamberlin, At Large
 - Ed Trompke, At Large
2. Kate presented two sets of documents she received from the City Building Department to clarify the fire escape and balcony issue discussed in the Annual Board Meeting. These will be scanned and sent to all Board members. ACTION ITEM: To be discussed at next Board meeting.
 - a. The first contains the floor plans of three floors, a permit application for the fire alarms after the fire, and technical specifications for the fire alarms and smoke detectors.
 - b. The second set contains the fire inspectors' reports from 1914-2018.

Board Meeting Dates/Calendar for 2018-2019

1. May 16th 6:30pm
2. August 15th 6:30pm
3. November 14th 6:30pm
4. February 20th 6:30pm – Annual Meeting

Meeting adjourned at 8:47 p.m.