

**DAYLESFORD LAKE CONDOMINIUM ASSOCIATION**

**MINUTES OF BOARD MEETING ON TUESDAY, AUGUST 29, 2006 AT 6:30 P.M.**

**Present:**

Tom Barger, Finbar McEvoy, David Peck, Cindy Raymond, Mary Sigel  
Ann DiGiacomo, CMCA, The Wentworth Group

**AGENDA**

<b>Item #</b>	<b>Description of Agenda Item</b>
<b>1</b>	<p><b>Meeting called to order: Finbar McEvoy</b></p> <p>Ruth Cummins resigned from her position as a member of the Board and from the office of Secretary, effective July 11, 2006, due to the fact that she is moving. The Board acknowledged and greatly appreciates Ruth's dedicated service to the community. Cindy Raymond was appointed to serve in Ruth's place, as a Board member and as Secretary, for the remainder of the term to which Ruth was elected.</p>
<b>2</b>	<p><b>Meeting with the Finance Committee</b></p> <p>The order of the Board meeting was changed to allow the members of the Finance Committee, Bill Schoenhut, Margaret Gitlitz and Bob McAffrey to meet with the Board. Bill Schoenhut, Chair of the Finance Committee, stated that he was disappointed that the Committee was not receiving monthly financial statements in a timelier manner. Finbar McEvoy stated that the Board previously discussed this issue with Marianne Mulfino and that the Board would again bring this issue to her attention.</p>
<b>3</b>	<p><b>Approval of Minutes of the Meeting held on July 11, 2006</b></p> <p>The minutes of the meeting were approved.</p>
<b>4</b>	<p><b>Manager's Weekly Report Logs</b></p> <p>The Board thanked Ann for her comprehensive weekly reports.</p>

<p><b>5</b></p>	<p><b>Victor's Work Log</b></p> <p>The Board reviewed and approved Victor's work log, which is now set forth in the weekly Manager's Reports. Ann DiGiacomo advised the Board that there might be a five dollar (\$5.00) increase in the hourly rate for a maintenance person.</p>
<p><b>6</b></p>	<p><b>Committee Reports</b></p> <p><u>Communications Committee-</u></p> <p>Finbar McEvoy advised the Board that the Newsletter would be sent to residents by mid-October. He stated that Sherry Walters and Nancy Lowe were doing an excellent job and that he would meet with them later in the week.</p> <p><u>Landscape and Architecture Committee-</u></p> <p>Cindy Raymond stated that the Landscape and Architecture Committee was meeting with several landscape architects to commence work on a master landscape plan and to design plantings for various areas in the community, including the entrances, the islands and the berm along Route 252. The Board unanimously approved the Landscape and Architecture Committee's request for Seven Thousand Dollars (\$7,000.00), subject to the Committee's recommendation, and the Board's approval, of a landscape architect.</p> <p><u>Maintenance Committee-</u></p> <p>Mary Sigel stated that the Maintenance Committee did not hold a meeting during August 2006.</p>
<p><b>7</b></p>	<p><b>Legal review</b></p> <p>Finbar McEvoy advised the Board that according to Stefan Richter, Esquire, the vote regarding the proposed Amendment to the Declaration of Condominium, permitting an increase in the required Capital Contribution, can remain open until such time as sixty-seven percent (67%) of the unit owners vote in favor of, or against, the Amendment.</p> <p>Legal fees to Terry W. Clemons &amp; Associates, P.A. and Marcus &amp; Hoffman, P.C. approximate \$7,800.00 to date. The Association is seeking recovery of attorneys' fees expended by the Association in connection with delinquent accounts.</p>

<p><b>8</b></p>	<p><b>Financials: Tom Barger, Treasurer</b></p> <p>Tom Barger stated that the 2005 audit of the Daylesford Lake financial statements was approved and that the financials would be placed on Wentworth Connect. Last year, the Association had an operating loss of \$124,000.00. Tom Barger advised the Board that the operating budget to date is as expected. He recommended that we add additional line items in the budget to set forth in greater detail the particular maintenance items for which funds are expended and the particular reserve items for which funds are set aside.</p>
<p><b>9</b></p>	<p><b>Insurance</b></p> <p>The Board unanimously approved a letter to residents, notifying them that Daylesford Lake Condominium changed insurers from State Farm Insurance Company to Travelers Insurance Company due to an increase in State Farm Insurance Company's insurance premiums. The residents will also be notified that the deductible has decreased from \$50,000.00 to \$25,000.00 and that the new master policy does not cover improvements and betterments made to a unit.</p>
<p><b>10</b></p>	<p><b>Termites</b></p> <p>The Board discussed the issue of termites in several locations in the community. The Board unanimously approved treating infected units for termite infestation and assessing those units for the cost of such treatment. The Board will request and review bids from various termite control companies.</p>
<p><b>11</b></p>	<p><b>Proposals of Architects &amp; Engineers</b></p> <p>The Board reviewed and discussed proposals from The Falcon Group, TBS Services, Inc. and FWH Associates, P.A. to design construction specifications for the replacement and/or repair of roofs, flashing, chimneys and vertical walls in Daylesford Lake, to assist in the bidding process and to manage the construction. The Board unanimously approved the hiring of FWH Associates, P.A., subject to the approval of the particular employees of FWH Associates, P.A. that would be working on-site and to the approval of the terms and conditions of a services contract between the Association and FWH Associates, P.A.</p>
<p><b>12</b></p>	<p><b>Work Orders</b></p> <p>The Board discussed ten (10) work orders arising from various types of water leaks. The Board will meet with several engineers, project managers and contractors to address the root causes of the leaks as well as other maintenance issues in the community.</p>

<p><b>13</b></p>	<p><b>Mold</b></p> <p>The Board discussed cases of mold in some units in the community and believes that mold remediation is not the responsibility of the Association. The Board will further investigate this matter and will consult with counsel.</p>
<p><b>14</b></p>	<p><b>Tennis</b></p> <p>The Board will work with the community to develop a set of rules and regulations regarding the tennis courts.</p>
<p><b>15</b></p>	<p><b>Delinquencies</b></p> <p>The Board reviewed unit owner accounts receivable. Seven (7) previously delinquent accounts were paid in full. Six (6) new accounts were added to the list of delinquencies</p>
<p><b>16</b></p>	<p><b>Manager's Report</b></p> <p>The Board approved fall cleaning of gutters and annual mildew cleaning. The Board discussed the problem of pigeons in the community and various methods of pigeon control. The Board also discussed the parking situation on Longview Circle.</p>
<p><b>17</b></p>	<p><b>Special Meetings</b></p> <p>The Board discussed the need for increased communications among members of the community and considered various options for holding special community meetings.</p>
<p><b>18</b></p>	<p><b>Adjournment: 10:00 P.M.</b></p> <p>The next meeting of the Board was scheduled to be held on September 25, 2006. The Annual Meeting was scheduled to be held on November 14, 2006 at 7:00 p.m. The August meeting was then adjourned.</p>

