

Killington Gateway II – April 20, 2020 Board Meeting Meeting Minutes

Board Members present by phone:

- Michael Blasi
- Steve Lydon
- John Lydon
- Lois Tupay

Additional Team members

- Christine Morrison
- Jacob McGrath

Homeowners present by phone:

- Luanne Bauer
- Heather Capiello
- Caroline Germond

Meeting Opening: Michael Blasi, open the board meeting at 6:30 pm on Monday April 20, 2020.

Approval of January 2020 Minutes: Michael Blasi moved to approve the minutes of the January 13 Board meeting minutes. Board members voted to approve.

Impact of Pandemic:

Michael stated with the pandemic that has spread to all states, it's the Killington Gateway II Board's goal to keep everyone safe and financially sound as it relates to our building. With this in mind:

- The day to day operation is difficult at this time due to availability of workers.
- Conserve cash flow.
 - Hold payments for 30 days.
 - **Action Item:** Determine which vendors payments can be held for the 30 days and provide a spreadsheet with the information to the board
 - **Assigned to:** Christine Morrison
 - All capital improvements are on hold.
 - Continue to fund day to day operation such as trash collection
- Rental of units are not allowed per state of Vermont

Killington Gateway Policy /House Rules Review:

The Collection policy have been reviewed and updated by the Board. The Board requires 2/3 approval from Homeowners in order to implement the updated policy.

Pet Policy is a house rule which requires Board members approval to implement.

The updated Collection Policy and Pet policy- house rules are to be distributed with April Board Meeting minutes.

- **Action Item 1:** Each Homeowner should review and approve or disapprove the Collection policy.
- **Assigned to:** Each Homeowner to review and approve or disapprove. Please respond in an email your approval or disapproval by June 26.
- **Target Date: July Board Meeting Review Homeowners results (approval/disapproval)**
- **Action Item 2:** Majority of the Board to approve the revised House rules – Pets
- **Assigned to:** The Board
- **Target Date:** Board Members to vote by June 26 (approve/disapprove). by June 26

Contract Review:

The Board continues to research and review all suppliers' contracts. Once all contracts have been collected and reviewed they will be stored in a Killington Gateway II repository.

Google Doc to be setup as the document/contract repository.

Action Item: John will set up the Google Doc repository.

Target Date: July Board meeting

Financial Update - Christine Morrison, CPA**Unit 24 Status:**

Unit 24 was sold. Welcome letter was sent. However, there is an outstanding payment of \$135.00 which should have been collected at closing.

Action Item: Follow up with the attorney

Assigned To: Christine

\$ 31,128.84 operating funding

\$ 141,307.94 Restricted for Capital Improvements.

Note: There were capital improvements paid out of operating funds. So if capital expenditure is required payment could be taken out of the Restricted Capital improvement funding.

Accounts Receivable

\$11,876.27

Accounts Payable

\$697.20

Profit/Loss

Quarterly dues	on target
Legal fees	under budget
Pest Control	Under budget
Pool and Tennis	Under budget
Grounds	Under budget
Building Maintenance	On budget
Water sewerage	over budget

Discussion:

- With the current Pandemic should we (Killington Gateway II) stop payment to vendors for 30 days.
- Killington Gateway II should apply for a credit card. The credit card will be used to make payments to our vendors.

Building Management Update: Jacob McGrath, Killington Vacation Rentals

Jacob reported because of the pandemic impacts:

- His staff was laid off. However, he did receive a small business loan and will now be able request his staff to return to work.
- Non-essential construction work was put on hold per the state of Vermont. However, landscaping can continue with no interruption to service.
- State of Vermont required chlorine to be added to all public water
- Vermont may be lifting the construction restriction mid-May.

Sewer system review

Upgraded septic lift station was completed on 1 pump to a V-series pump, which is comparable to a self-cleaning commercial pump. During the upgrade the 2nd pump was due for a routine maintenance. This maintenance was not completed nor was the septic tank cleaned prior to the upgrade to the system.

Since the upgrade, our building did experience a sewerage backup. Jacob did receive an alert and monitored the system for 48 hours. However the board received notification by Lois who happened to go downstairs and discovered the sewerage backup.

Through discussion we learned that the pump upgrade was not properly sized for the demands of both building 1 and 2.

Action Item: Jacob to provide cost and size of a second V-series pump to meet the demands of both building 1 and 2.

UPDATE: The new V-Service second pump will cost \$5400. This cost would be split between building 1 and 2.

ECD: estimated completion date was not assigned. Follow up required.

Perimeter drainage

Jacob stated that 85 to 95% re-pitch of grounds is in place.

Regrading around the building is required.

Action Item: Jacob to provide cost of regrading grounds around the building

ECD: estimated completion date was not assigned. Follow up required.

Sprinkler system

No new information to report.

Roof insulation

Currently there has been an ongoing issue with the top floor roof leakage. In addition, during the winter months there is a hazardous buildup of ice that could slide and seriously hurt a homeowner/renter. Jacob discussed that there are no signs of damage, or cracks in roof. In warm weather there is no leakage.

However, Jacob did discuss our building has a poor roof design. The roof is very flat, poor ventilation and under insulated.

Jacob recommends adding more insulation. This might prevent the leakage the top floor units are experiencing.

Action Item: Jacob to provide the following:

- a) Cost to add additional insulation
- b) Investigate solution to the ice buildup/falling
- c) Investigate solution for roof over entrance way

ECD: estimated completion date not assigned.

Discussion: The Fascia on the upper part of the building is in need of repair. Jacob suggested while doing the fascia repair and the equipment is on site, we could request the roofing vendor to look at the roof repairs done in the past to determine if the repair is still secure.

Board approval required

Internet upgrade –

Internet upgrade project has not been defined.

Action Item: Jacob will have Vince reach out to John to begin discussions.

ECD: estimated completion date not assigned.

UPDATE: Once Vince returns to work, John will reach out to Vince to discuss the internet upgrade.

Parking lot

Lighting:

- It is recommended to have a small raised pillar to keep cables out of the weather and installed in proper conduit. Cables are currently at ground level.
- **Action Item:** Sample light fixtures will be available for homeowner's to view.
Estimated cost: Once fixture and design has been determined Jacob is to provide new cost of the project.
ECD: spring 2020

Discussion: Lights being reviewed are LED aluminum, head adjustable, and 2 feet out of ground, hollow inside and assess door to get to the electrical parts.

Quotes will be required.

Regrade top parking lot.

- Patch was completed where the waterline broke.
Original cost to regrade was estimated between \$7,500 and \$9,000.

Action Item: Jacob to schedule regrading with contractor.

ECD: spring 2020

UPDATE: Jacob reported that he could do an emergency fix by adding material where needed.

Requires Board approval

In addition, Jacob will follow up on the original estimate of \$7,500, is it still a valid quote

Late Fee/Collection policy

Steve and Lois have worked on an update to the Late Fee/Collection policy

Action Item: Steve and Lois will review updated policy at April's Board meeting

EDC: April Board meeting

UPDATE: Lois will distribute the updated policy with the April meeting minutes. Homeowners can review and approve or disapprove the revised policy at July's Board Meeting

Trash Dumpster Move

This past summer the Trash Dumpster was moved to the upper parking lot. This move was recommended by several homeowners and the trash removal company.

However, moving the trash dumpster caused homeowners to walk farther or drive to the dumpster. A request was received to move the trash dumpster from its current the location back to the lower parking lot.

Lois stated that when on her deck in the summer having coffee she see trash. There have been many people not residents of KGW1 or2 dumping furniture and garbage in the dumpster or at the side of the dumpster.

Another homeowner stated that there were times when strangers would be dumping their garbage and they were scared to say anything to them because of their aggressive stance.

Jacob recommended putting a fence with lock around the trash dumpster. This is a very common practice at other condominium facility.

Jacob stated he would take board members to see other facilities solutions to the trash dumpster.

Action Item: Board (John Lydon) will send out a survey for homeowner input on the location of the dumpster.

UPDATE: Home owner input required. John to send out homeowner survey prior to the July Board meeting

Discussion: The current location had several issues during the winter months. First the snow removal was limited or not at all around the trash dumpster. Second there is no lighting around the trash dumpster. Both situations can potentially cause a hazardous situation for the homeowners.

Spring Cleaning

Spring cleaning was approved to move forward.

Homeowner Open Forum:

Smoking Policy

Homeowner questioned smoking policy,

Rule 18: Smoking is prohibited in the sauna, recreation room, shared access rooms, hallways and all other public areas within the Condominium Property buildings

Laundry Room

2 dryers are not working.

Jacob was aware that one was not working to full capacity. Jacob will follow up.

Quite Hours

Some renters are very loud at all hours particularly night / early morning hours – 11pm - 2am.

Homeowners who rent should send rules to renter prior to them arriving. Also post the condominium rules in the unit

Security

Doors under entrance way are open 24 X 7. This does not leave the building very secure. Further discussion is required to have a secure lock on the open doors.

Michael Blasi ended the meeting at 8:30 pm