

# Pier 3 Condominium B.O.D. Meeting

MINUTES

8.24.17

6:30PM

3 N. COLUMBUS BLVD. PHILA., PA 19106

<b>MEETING CALLED BY</b>	Ed Collins, Board President	
<b>TYPE OF MEETING</b>	Monthly Board Meeting	
<b>FACILITATOR</b>	FirstService Residential	
<b>NOTE TAKER</b>	Cathy Proctor - Community Manager	
<b>ATTENDEES</b>	<u>Board Members:</u> Ed Collins <b>(EC)</b> – President Mike McGowan <b>(MM)</b> – Vice President Jo Ann Benner <b>(JB)</b> – Treasurer Al Borden <b>(AB)</b> – Member at Large John Gagliano <b>(JG)</b> - Secretary  <u>FirstService Residential:</u> Cathy Proctor <b>(CP)</b> - Community Manager Jesus Cruz <b>(JC)</b> – Maintenance Supervisor Thutrang Luu <b>(TL)</b> – Administrative Assistant	<u>Absent:</u> n/a

## Agenda topics

### MEETING MINUTES

<b>TOPIC</b>	Review previous meeting minutes
	<ul style="list-style-type: none"> <li>- Board has approved May &amp; June's minutes, with some revisions which need to be sent to Jan Edlmann.</li> <li>- Board reviewed new format for minutes supplied by (TL). Management will utilize google docs and/or one drive to revise future minutes to ensure that they are released in a timely manner.</li> </ul>
<b>Board approved.</b>	

### AUDIT

<b>TOPIC</b>	2016 audit
	<ul style="list-style-type: none"> <li>- (JB) accepted the 2016 audit as drafted.</li> </ul>
<b>Board approved.</b>	

### LOAN

<b>TOPIC</b>	NCB Bank
	<ul style="list-style-type: none"> <li>- Management has met with CNB Bank and wants to educate the community about loan options, procedures, schedule, future plans, etc.</li> </ul>
<b>Board has approved meeting with Drew Ahrensdorf of FirstService Financial and Jared Tunnell of NCB at the next board meeting.</b>	

### ENGINEERING REPORTS

<b>TOPIC</b>	Klein and Hoffman reports
	<ul style="list-style-type: none"> <li>- Klein &amp; Hoffman reports should be posted on the community website (<a href="http://Pier3.net">Pier3.net</a>) and the <a href="#">Connect</a> page. These reports will have to be explained as many projects have already been completed.</li> </ul>
<b>Board has approved updating the community website with these reports and providing some supplemental instructions for Homeowners who want to access this information through the FirstService Residential Connect page. Owners will be notified of this via email.</b>	

**RESALE CERTIFICATES**

<b>TOPIC</b>	Language on Resale Certificates
	- Need to revise resale certificates to notify new sellers what the Association plans on doing in the upcoming two years.
<b>Board approved.</b>	

**ADHOC COMMITTEE**

<b>TOPIC</b>	Survey and dock bollards
	- Reviewed survey by Adhoc Committee and approved the survey except for the last question regarding the July 13 <sup>th</sup> meeting. - Reviewed safety options for the bollards along the Pier.
<b>Board has approved the survey supplied by the Adhoc Committee, with only one revision.</b>	

**SOUTH PIER SAFETY IMPROVEMENTS**

<b>TOPIC</b>	Pier Bollards
<b>Board has approved the installation of stainless steel cables in front of the bollards as a safety measure that won't disrupt the historical designation of the Pier.</b>	

**POOL DOOR/WINDOW REPLACEMENT**

<b>TOPIC</b>	Obtain bids
<b>Board approved obtaining bids based on the following scope of work: south side doors to be replaced w/window (grid pattern to be uniform with existing); all other doors to be replaced in kind w/doors.</b>	

**UPCOMING PROJECTS**

<b>TOPIC</b>	Indoor bike storage
	- Remove vending machines (snack and beverage) in the east side of the garage and utilize the space for indoor bike storage which residents could rent out as additional income.
<b>Board has approved the decision to remove the vending machines and install bike racks. (JG) to research different rack options and Management to post signage and create a contract to avoid any potential liability. (JG) to advise timing for removal of machines.</b>	

<b>TOPIC</b>	Pool dehumidifier
	- Elliott Lewis has increased their initial proposal from 2015 by \$5k (\$36,682).
<b>Board has approved to move forward with this proposal with the addition of a 40 KW duct heater and Management to investigate the possibility of a lower rate.</b>	

<b>TOPIC</b>	Camera policy & addition cameras
	- Due to various incidents, Management will revise the current camera policy to include verbiage that makes the resident responsible for paying for staff time to review any video footage if the resident provides specific time frames, dates, etc. And if there is a discovery, the footage will be provided to the resident. - (JC) to get some bids/pricing on additional cameras for the garage near the pool area as it is currently a 'dead zone'.
<b>Board has approved updating the camera policy. Board has approved getting new bids/pricing for additional cameras.</b>	

<b>TOPIC</b>	Artwork
<ul style="list-style-type: none"> <li>- Chuck Homler (FirstService Residential employee) may be able to assist with historic and/or present day photos to utilize for artwork on the 3<sup>rd</sup> floor hallways.</li> </ul>	
<b>Board has approved to contact Chuck and discuss options.</b>	

**FIRE SPRINKLER INSPECTION/SMOKE DETECTORS**

<b>TOPIC</b>	False alarms
<ul style="list-style-type: none"> <li>- Smoke detectors would go off in the unit but not on the fire panel and vice versa. (JC) to investigate with Wayman and AFA and to create a log at the front desk so we can identify if this is unit specific or consistent with the entire property. Front Desk to keep a log of occurrences.</li> </ul>	
<b>Board approved.</b>	

**CENTRAL DELAWARE ADVOCACY GROUP (CDAG)**

<b>TOPIC</b>	
<ul style="list-style-type: none"> <li>- (EC) and (MM) to attend the next meeting which occurs on every 2<sup>nd</sup> Thursday of every month. Next date is September 14<sup>th</sup> at 6pm at the Society Hill Towers.</li> </ul>	
<b>Board approved.</b>	

**SEAWALL BASELINE SURVEY**

<b>TOPIC</b>	
<ul style="list-style-type: none"> <li>- Management to contact Anchor Consultants about recommendation for periodic monitoring of seawall. Need to confirm if original permit for phase of work is still valid and for how long, and confirm status of spec development for phase 2.</li> </ul>	
<b>Board approved.</b>	

**ATRIUM CONCRETE**

<b>TOPIC</b>	
<ul style="list-style-type: none"> <li>- Get estimate on how much it'll cost to replace/repair the concrete. Need to source other engineering firms for updated atrium study.</li> </ul>	
<b>Board approved.</b>	

**VA CONDO CERTIFICATION**

<b>TOPIC</b>	
<ul style="list-style-type: none"> <li>- Approximate \$1000 cost for VA legal opinion letter. This is not a requirement. Management to advise agents to determine if they wish to absorb the cost for this letter which may speed up approval process.</li> </ul>	
<b>Board has declined.</b>	

**PROPOSALS**

<b>TOPIC</b>	Roof replacement Engineer and Construction Oversight
<ul style="list-style-type: none"> <li>- One proposal received from Bustamante, rate of \$18k seems too low in relation to job cost and O&amp;S informal bid. Need to source more proposals.</li> </ul>	
<b>Board approved obtaining additional proposals.</b>	

8.24.17 - Minutes

<b>TOPIC</b>	<b>Vibration analysis</b>
	- Management to source proposals. (EC) provided a copy of quote provided by BDU from Dec. 2013.
<b>Board approved.</b>	

**BOARD MEETING**

<b>TOPIC</b>	Next Board Meeting
	- Meeting adjourned at 9:03pm - The next Board Meeting is scheduled for <b>September 26<sup>th</sup></b> .