

Minutes for the Bedford Park Association 12 November 2008

Notice of the meeting was posted on the mailboxes and flyers were mailed to owners by CPM. Also included in the mailing was three pages from the Arlington County Library resource website titled: "Towing: Frequently Asked Questions" along with a copy of the Arlington County Towing Complaint Form.

Attendance:

Mary Campbell, president
Leslie Lightbody, vice president
Ashley Nichols, secretary
Karen Conroy, Capitol Property Management rep (Property Manager)
Plus 15 owners

Meeting called to order by Campbell at 7:30pm in the library of the Long Branch Elementary School.

1) Campbell motioned that minutes from 15 October meeting be approved. Nichols seconded and the minutes were approved.

2) Financial Review

a. Budget. Board reviewed current status of budget. Unfortunately, they had just received a copy at the meeting and did not have a synopsis prepared to discuss at the meeting. The board will review the recent account activity and have any discussion items available for the 3 Dec Annual Meeting.

b. 2009 Budget. Lightbody discussed some of the line items and the reasoning behind their increase / decrease. One owner pointed out the variance between 2008 taxes actual and 2009 budgeted for taxes. I.e., taxes were \$2561 in 2008; however, only \$2000 is budgeted for 2009. Lightbody stated that the board would review the 2008 line item to ensure it included the correct invoices. One owner brought up the Washington Post article (attached at the end of these minutes) regarding foreclosures and homeowners/condo association fees. The owner felt that, if Bedford was having an issue with foreclosures and collecting on fees, then the board may want to levy a \$500 'reserve contribution' as the article suggested other communities had done. The CPM rep stated that there were only 3 people that owed any significant past due fees and they were being closely monitored by CPM. The CPM rep does not think foreclosures are a problem in Bedford Park. The board agreed to put any discussion of this item on hold until (and if) foreclosures became a problem for Bedford Park.

3) State of the Community

Nichols prepared a briefing to go over several items of which various owners continue to ask clarification. What follows is a list of the topics and any discussion on the slides that occurred. The information on the slides is attached and is after the Washington Post article.

a. Financial Review

- An owner questioned if the association still had State Farm insurance. Lightbody replied that we did.

b. Violations

- An owner stated that near her unit there were several satellite dish mounts installed on roofs, which is a violation. Campbell stated that the covenants committee can't observe all, so if unit owners would like to send issues / violations via email to the Bedford_Board@yahoo.com address, the board would follow up on them.

- An owner questioned who was responsible for the taking down and any resulting leaks / damage from satellite dish installation in violation of the by laws. Nichols stated that it depends on the situation. One lower unit changed owners and the new owner did not know or use the dish on the upper unit's roof, so the board paid a contractor about \$100 to take the dish down. However, this is the exception and, in most cases, it will be the owner that is responsible. Also, it was discussed that an owner who fixes / corrects the violation within the grace period after the violation notification is sent will not be fined.

c. Contracts and Requests for Proposals (RFPs)

- Board requested help in putting together upcoming Reserve repair RFPs. CPM rep stated that CPM has some templates; however, since the overall scope of Bedford Park's repairs is large, they can only serve as a reference. Nichols re-iterated that the board will do their best; however, if someone has experience with RFPs, the board would welcome their input.

- Towing contract will be redone. CPM rep sent two other towing companies' info (Henry's Wrecker Service in Alexandria and Advanced Towing Company in Ballston). The board is reviewing the options.

d. Reserve Study

- This subject generated a lot of discussion.

- If safety issues are being addressed first by the Reserve repairs, why isn't the parking lot scheduled? Nichols stated that the Reserve Study engineer moved it back in the list of expected repairs since it is not at the end of its life span and that, while extremely annoying, is not a high risk safety issue.

- Balcony roof repairs have cost and continue to cost the community a lot in regular maintenance. The railings, which are a limited common element attached to an individually owned element (deck), are a safety issue since they are not solidly attached to the building. The membranes and plywood under-decking are common elements (like a roof) and the association is responsible. They are what require replacing, along with a better solution for the railings. The actual membrane and/or deck replacement system has not been decided yet. The board is still reviewing which options may be the best cost benefit ratio for the community in the long run.

- An owner brought up ensuring the community is covered if an owner refuses to get their deck replaced when the community does it – that the owner signs a legal letter to show they understand the legal and financial ramifications of not following community guidance.

- An owner asked why the board didn't pursue borrowing money instead of having a special assessment. Nichols stated that the association is not in a strong position financially and that, with the increased scrutiny in the economic downturn, the association may not get a good rate on any loans. Plus, there is an issue with the insurance coverage the association has and the turnover in the board members.

- An owner brought up that we should look into having the work done out of season, to save money. Nichols mentioned that the board didn't know the various seasons for which work, especially any issues related to weather exposure; however, the board is willing to look into that option with the various bidders on the RFPs.

e. Special Assessment

- Question on why the association doesn't have different rates for the special assessment was asked by an owner. Nichols went to that slide and explained VA condo law and the association's by laws. The by laws have 1 vote/ 1 interest/ 1 share of any special assessments. That has been enforced historically in the association's previous special assessments. Other condos or other type of shared dwelling may have different ways to compute; however, not Bedford Park.

- An owner asked if there would be a future special assessment. Lightbody explained that the future is uncertain. The special assessment is based on the current Reserve study and goes out 5 years. Depending on the costs of the scheduled repairs, the length of time it takes, and the next 5 year Reserve Study, there are several options that the future could present to the community – anything from another special assessment (which is the current board is trying to ensure does not happen), to raising the monthly operating fee portion that goes towards the reserves, or even lowering the monthly operating fee. The board doesn't know how things will go, so nothing in the future is certain. They are acting on assumptions that the current Reserve Study's estimated costs are close to what they will actually be.

- An owner asked why the board decided to go with the higher monthly fee and special assessment. Nichols replied that an owner suggested it at the 30 July meeting, with the logic being that the special assessment is a lien against the property that is off the books sooner, in case someone wishes to sell.

f. Current Schedule for Repairs

- An owner asked when the roofs would be done. Lightbody mentioned that they are scheduled for 10 years out, maximizing their useful life and the next Reserve Study may change the roof's position in the repair queue.

- An owner brought up that the monthly operating fees have only gone up from \$43 to \$165 in +20 years, which is sad, since it clearly wasn't keeping up with inflation. For the first 10 years, the community didn't have any Reserves. The past few boards and the current board have worked to correct this. The current board thanked previous boards for starting the Reserves since the community does have a reserve to start the repairs while the special assessment is due over 2 years.

g. Green Initiatives

- A lot of work needs to be done before the community can decide to go with any of these options, a good cost to benefit analysis for a multi-unit dwelling. Spillers brought up previous work done by some members of the community, which included contacting the IRS to discover that the siding is not 'green' energy efficient but the insulation is what may be applicable for the community. Maybe someone could volunteer to ask the Navy League what they did to become the first green building in Arlington. Nichols re-iterated that, if no one volunteers, the board doesn't see a lot of options for using a green initiative material in the repairs since there are too many unknowns in how it may benefit the community.

h. Motions by the Board.

- Each of these items was discussed by Nichols as she went over the slides.

--Change Reserve Account Signature Authority. Lightbody recommended. Nichols seconded. Passed.

-- Monthly Assessment Increase to \$250 starting in Jan 2009. Nichols recommended. Lightbody seconded. Passed.

-- 2009 Budget Adoption. Nichols recommended. Lightbody seconded. Passed. The approved budget will be mailed prior to the December 3rd Annual Meeting.

-- Insurance Clause Addition to improve the community's coverage and to ensure it follows new VA condo laws regarding coverage. Nichols recommended. Lightbody seconded. Passed.

-- Special Assessment of \$2100 per unit, with a 5% discount offered for lump sum payment on 4/1/2009. If lump sum payment option is not desired by the owner, the full \$2100 special assessment would be paid in 4 semi-annual installments of \$525 due on 4/1/2009, 10/1/2009, 4/1/2010, and 10/1/2010. Campbell recommended. Lightbody seconded. Passed.

4) Management Report. CPM rep reminded owners that the notice for the December 3rd annual meeting went out today (12 Nov). The meeting will be at 7:30pm at Long Branch Elementary School.

-The 2009 budget will be mailed shortly, included with the monthly invoices.

- CPM rep noted that one board member needed to be elected at the upcoming annual meeting. Campbell's position is to be re-elected, that person serving for a 3 year term. Other position's terms will be motioned at the annual meeting to ensure that the 'staggered' term lengths are re-started for board members. Campbell reminded owners that, while the terms are 3 years, an owner can serve a portion of the term if a changing personal issue limits the time they can serve. The resulting substitution of board members must be noted in the minutes along with the resulting 'taken-over' term length for each newly elected person.

- Nichols mentioned that while the minimum is three elected board members, the board can appoint people in other duty positions for the community, so if people are interested, they should talk to one of the board members.

Meeting was adjourned at 9:22 pm.

NOTE: Ms Linda Spillers brought up a subject prior to the start of the meeting, since she was there early with the BOD. She was going to bring up the issue during the meeting; however, we ran out of time. The issue is a tree at 110 that the tenant stated was hitting the side of the building and cut a window screen. Spillers stated she would contact a discount tree trimming service (not Bladerunner) and see what they would charge to cut back the branches since it seemed to be an easy task to do. Spillers felt Bladerunners would charge at least \$150 so she wanted to see what the other company would charge. The BOD gave her the go-ahead.

Enclosure 1: Washington Post Article

Enclosure 2: Slide Information

Enclosure 1: Washington Post Article Discussed at Meeting

Foreclosures Pick Pockets of Homeowners Associations

By Elizabeth Razzi

Sunday, November 9, 2008; Page F05

If you live in a neighborhood that has a homeowners association, brace yourself. Neighbors losing their homes to foreclosure and short sales not only are dragging down your property values but also are setting you up for higher fees. There's even a threat that your entire neighborhood could grow shabby over time, if cash runs short for upkeep.

Associations often lose six months of dues, sometimes more, from each homeowner who slides into foreclosure or short sale. Budget trouble can hit any community where homes are being lost, whether they're neighborhoods of detached houses or townhouses, or condominium apartment buildings.

When some people don't pay, of course, the remaining neighbors must spend more to keep things running. Trash still needs to be hauled; insurance bills need to be paid; grass needs to be mowed. Soon, snow will need to be cleared.

For the time being, associations can try to trim expenses. Maybe only one snow plow will tackle your neighborhood instead of the two trucks you've had before. Your board may look for cheaper insurance policies or management companies.

But it's almost irresistible for board members to cover some of today's budget shortfall by postponing expensive repairs and maintenance. They're also more likely to starve the reserve account that all associations are supposed to maintain to cover inevitable, big-ticket repairs.

New-home developers, who keep control of the homeowners association until the project is almost completely built out, are notorious for under-funding reserves, even in good times. It's easier to attract new buyers when the association fees are low, and builders will be gone before those big-ticket repairs have to be made.

But construction is on hold in many of these new developments, foreclosures are causing dues to go unpaid, and builders are strapped. They're still in charge of these associations, and that doesn't bode well for amassing reserves. Eventually, when this foreclosure mess is over, and homeowners are fully in control of these associations, they're going to face big deferred maintenance bills with few reserves to handle them.

Pia Trigiani, a community association lawyer who heads Virginia's new Common Interest Community Board, said associations normally allocate about 4 percent of their budget for unpaid dues. Now, she said, they're wise to set aside 8 to 10 percent of their budget, especially in new communities where the builder hasn't finished the development.

Ron Pereira, general manager of a 7,700-unit homeowners association in Lake Ridge, in foreclosure-plagued Prince William County, said the association has created new fees and increased some existing fees to try to make up for budget shortfalls. For example, an owner who is 30 days late will now run up \$50 in late fees, compared with \$20 previously. And the association has started charging a \$500 "reserve contribution" to anyone who buys in the neighborhood, including banks that foreclose.

Pereira said current residents haven't protested the reserve contribution because they don't have to pay it; buyers do. But that's another \$500 that buyers won't pay the seller in this overstocked housing market.

At the same time association finances are growing more precarious, some buyers are not getting the financial disclosures required by law in time for them to be useful.

Virginia law requires sellers or their real estate agents to get a presale financial disclosure packet from the association and give it to buyers. Buyers have three days to review the financial disclosures and rules governing life in the association and can back out of the deal if they don't like what they see. In Maryland, buyers have seven days in which to review the documents and cancel the purchase. In the District, buyers are allowed three business days.

"Very, very frequently these docs aren't being given to the buyer," said David Field, a settlement lawyer in Woodbridge.

If you see the documents only after closing, you're out of luck. Once you've closed the deal, you have legally waived both your right to review of the documents and your right to back out.

Given the financial hits associations are taking from foreclosures, all buyers should demand that they receive a copy of those financial statements within two or three weeks of making a purchase offer. You need to protect yourself against buying into a liability.

Also, although Virginia law says sellers have to give the packet to buyers, they're not always picking up the tab. Packets can cost as much as \$150. That money is supposed to be paid to the seller's homeowner or condo association at closing. In a normal transaction, it's not a big issue. The bill is paid out of the money that's transferred from buyer to seller.

With short sales, though, buyers are the only ones coming to the closing with cash, so they end up paying for something the seller was supposed to give them. In foreclosure sales, banks try to shove such fees onto the buyer.

Several people have told me that sometimes the bill for the disclosure packet isn't even handled at the closing table. Some buyers have been asked for the money after closing. (Don't pay; the deal is supposed to be done.) Often it becomes another uncollected debt for the homeowners association.

Heather Gillespie, recently appointed the Common Interest Community ombudsman in Virginia, said problems come up when there are several interested buyers in a foreclosure being sold by the bank. "When it's time for payment, if the association has prepared six disclosures, but only one buys, should that person have to pay for the six disclosures? That is a problem."

Judging from the complaints I get from frustrated residents of homeowners associations, Virginia's new ombudsman should install extra phone lines. But she said all her office can provide now is help in understanding an association's declarations and bylaws.

"Honestly, I may not be able to take action, because I don't have that power at this point," Gillespie said.

Virginians having trouble with their associations should contact that office anyway. It will at least draw attention to the problems. Contact Gillespie at cicombudsmanoffice@dpor.virginia.gov, or by phone 804-367-2941.

Enclosure 2: SLIDES THAT WERE DISCUSSED AT THE MEETING:

Slide 1: State of the Community: Bedford Park Activities and Issues

Slide 2: Financial Review

- Where is financial information available?
 - Posted at <http://www.neighborhoodlink.com/arlington/bedfordpark/>
- Reserve Study expected expenditures
- 3 year cash flow analysis
 - What is NOT posted, due to community privacy concerns
- Actual Budget
- Detailed monthly financial information

Slide 3: Financial Review

- Board financial obligations, responsibilities and authority per the by-laws
 - Prepare annual budget
 - Make and collect assessments
 - Open bank accounts
 - Pay for authorized services
 - Keep books
 - Borrow money

Slide 4: Financial Review

- Current Accounts
 - Operational Account
 - Reserve Account
- 1 Money Market
- 3 CDs

Slide 5: Financial Review

- Recent Actions
 - In order to comply with VA condo law and to obtain new insurance coverage, changed signature authority on Reserve Accounts to remove Management Company
 - Any transactions impacting the Reserve Accounts require at least 2 board member signatures
- Questions?

Slide 6: Violations

- Covenants Committee and BOD Roles and Responsibilities
 - Committee to be made up of three members appointed by the board
 - Regulate external design, appearance, use and maintenance of common elements
 - Can issue cease and desist orders (violations) to residents
 - Provide rules and regulation interpretation when requested by the BOD or residents
 - Rulings may be appealed to the BOD who can modify or overturn by a quorum vote

Slide 7: Violations

- What constitutes a violation?
 - Anything in opposition to the Bedford Park Policies, which are available on the website
 - Common violations include:
 - Improper installation of satellite dish mounts
 - Violations to the treatment of common elements (decks, railings, patios, etc.)

- Fire code violations – improper grilling
- Community appearance issues
- Sanitary issues (dog waste not cleaned up)

Slide 8: Violations

- What are the procedures for violation notification?
 - Violation mailed to unit owner – UO responsible for notifying any tenants
 - UO may appeal to the board or comply with the notice
 - If UO appeals and it is denied, the UO may request a hearing. (Hearings will occur in closed session at a condo meeting. The UO will be notified of the date in advance.)
 - If UO does not comply or appeal, the board may begin to issue fines as follows, 2 weeks after the notice is sent:
 - \$50 for a violation
 - \$10 per day in violation up to 90 days
 - After 90 days, if the violation remains uncorrected, the matter is turned over to the attorney for enforcement
 - If an appeal is denied, the fines begin 7 days after the denial.

Slide 9: Violations

- What is the responsibility and authority of the board with regard to violations?
 - Appoints the covenants committee
 - Reviews violations of the committee
 - Hears and decides on appeals
 - Issues Fines

Slide 10: Violations

- Recent Actions
 - Regular issuance of violations
 - Determination on grill rules
- Questions?

Slide 11: Contracts and Requests for Proposals

- Board contract and RFP obligations, responsibilities and authority per the by-laws
 - Make and monitor contracts

Slide 12: Contracts and Requests for Proposals

- What RFPs need development and review?
 - Concrete waterproofing and railing repairs
 - Siding Replacement
 - Window and door trim replacement
 - EPMD Replacement

Slide 13: Contracts and Requests for Proposals

- Recent Actions
 - Discussions on EPMD replacement
 - Disciplinary action against Pete's Towing – starting search for new towing company
- Is there interest in forming a community committee for review of the contracts currently in place?

Slide 14: Reserve Study

- What does condo association policy and VA law say about reserve studies?
 - Conduct at least once every five years a study to determine the necessity and amount of reserves required to repair, replace and restore the capital components;
 - Review the results of that study at least annually to determine if reserves are sufficient; and

—Make any adjustments the executive organ deems necessary to maintain reserves, as appropriate.

Slide 15: Reserve Study

- What does the reserve study provide?

- The current estimated replacement cost, estimated remaining life and estimated useful life of the capital components

- Designate current amount of accumulated cash reserves set aside

- A general statement describing the procedures used for the estimation and accumulation of cash reserves

Slide 16: Reserve Study

- The purpose and value of a reserve study

- Defines common elements and limited common elements

- Provides for inspection of the property and identification of needed repairs

- Provides recommendations and guidance for repair scheduling

Slide 17: Reserve Study

- How we chose the vendor

- BOD put out an RFP to highly rated, certified engineering firms in the area who routinely provide this service

- We received 3 bids

- We negotiated on price

- We chose the vendor who provided the most comprehensive, easy to follow reports and was able to come down on price to be equal to other vendors

Slide 18: Reserve Study

- Board responsibility with regard to the reserve study

- Establish replacement/upgrade priorities

- Establish reserve funding thresholds for the budget

- Define and execute projects based on reserve study recommendations

Slide 19: Reserve Study

- Methodology - how they work

- At a high level, Reserve Studies provide:

- Inventory of common components

- Condition of common components

- Financial Plan

- Schuetz:

- Estimated the normal economic life, remaining economic life, and replacement cost for each component listed in the *Replacement Reserve Inventory*.

- Used Government standards, published estimating manuals, their experience with similar properties, and engineering judgment to develop these estimates.

Slide 20: Reserve Study

- Methodology - how they work

- Using community documentation and drawings, site inspections and financial documentation, Engineers develop and provide:

- Replacement Reserve Report

- Replacement Reserve Analysis

- Replacement Reserve Inventory

- List of Recommended Repairs

- Supplemental Photographs

- Replacement Reserve Allocations

Slide 21: Reserve Study

- Common Elements vs. Individual Unit Responsibility

—Reserve Replacement Inventory outlines all common components of the community that require periodic replacement – Common Elements

—Common Elements are defined by community bylaws and documentation as well as precedent set by previous BODs

Slide 22: Reserve Study

- What they found at Bedford Park – Major Necessary Repairs

—Asphalt pavement replacement, including all roadways and parking areas.

—Partial concrete curb & gutter and sidewalk replacements.

—Tuck pointing of 10 percent of the masonry (brick and stone) building exteriors.

—Replacement of the exterior siding, soffit, rakes, and trim on all buildings.

—Replacement of the 42 EPDM roof system installed beneath the wood decks (decks owned by the unit owners) and the installation of a proper metal safety railing to surround this area.

—Installation of a traffic coating system on the concrete stairs that provide access to all upper level units and many of the lower level units.

—Replacement of approximately 20 percent of the metal railings on the exterior concrete stairs and concrete retaining walls.

—Replacement of the wood retaining wall between Group 3 and Group 4.

Note: The term “Group” and a numbers are used in the Reserve Study indicate a building on the property.

Slide 23: Reserve Study

- 3 year replacement plan

- Details on “Other Replacements” can be seen in the Reserve Study posted on website

2009	2010	2011
G5 - Siding, soffit, rakes, and trim G10 - Siding, soffit, rakes, and trim G1 - Siding, soffit, rakes, and trim Traffic coating - concrete entry st Metal rail - stair & retaining wall G8 - Deck - EPDM roof system G7 - Deck - EPDM roof system G10 - Deck - EPDM roof system Other Replacements Total Scheduled Replacements	G6 - Siding, soffit, rakes, and trim G7 - Siding, soffit, rakes, and trim G4 - Siding, soffit, rakes, and trim G6 - Unit door feature (15) G7 - Unit door feature (15) G4 - Unit door feature (12) G6 - Caulking G7 - Caulking Other Replacements Total Scheduled Replacements	G8 - Siding, soffit, rakes, and trim G3 - Siding, soffit, rakes, and trim G2 - Siding, soffit, rakes, and trim G9 - Siding, soffit, rakes, and trim G8 - Unit door feature (15) G3 - Unit door feature (13) Dumpster enclosure restoration G2 - Unit door & feature (12) Other Replacements Total Scheduled Replacements
2012	2013	2014
Asphalt pavement Masonry tuckpointing (10%) Concrete pavement (10%) Concrete curb & gutter (10%) Total Scheduled Replacements	Wood retaining wall - G3/4 Total Scheduled Replacements	No Scheduled Replacements

Slide 24: Reserve Study

- Current financial levels compared to Study

—Current Reserve Funds FY2008* - \$271,732

—Total for Reserve Projects FY2009-2013** - \$1,023,816

—Current contribution of \$27.99 per unit monthly = \$40,308 annually

—Recommended contribution of \$100.92 per unit monthly = \$145,322 annually

—Recommended Threshold - \$53K

* Includes approximately \$63k of non-RR funds available for use

** Includes 10% Project Mgt overhead & 3.5% annual increase in cost

Slide 25: Reserve Study

- Impact on monthly assessments

—Increase to monthly assessments to meet recommended contribution levels

- Total Assessment - \$250 per month

—\$142 for Operating Expenses

—\$108 Reserve Contribution

Slide 26: Reserve Study

- Need for one-time special assessment

—Minimum to remain in fund ~ \$53,000

—Current Total - \$271,732

—Immediate Funds Available - \$218,732

Slide 27: Reserve Study

●Without Special Assessment

	1H09	2H09	1H10	2H10	1H11	2H11	1H12	2H12	1H13	2H13
Reserve Level	\$271,732	(\$619)	\$73,181	(\$66,040)	\$4,043	(\$234,343)	(\$168,107)	(\$245,707)	(\$183,452)	(\$143,098)
Contributions	\$73,800	\$73,800	\$70,083	\$70,083	\$66,236	\$66,236	\$62,254	\$62,254	\$58,133	\$58,133
Interest	\$4,755	\$0	\$1,281	\$0	\$71	\$0	\$0	\$0	\$0	\$0
Reserve Projects	(\$350,906)	\$0	(\$210,585)	\$0	(\$304,693)	\$0	(\$139,854)	\$0	(\$17,778)	\$0
Total	(\$619)	\$73,181	(\$66,040)	\$4,043	(\$234,343)	(\$168,107)	(\$245,707)	(\$183,452)	(\$143,098)	(\$84,965)

●With Special Assessment

	1H09	2H09	1H10	2H10	1H11	2H11	1H12	2H12	1H13	2H13
Reserve Level	\$271,732	\$63,251	\$201,926	\$127,958	\$263,280	\$29,431	\$96,182	\$20,265	\$82,874	\$124,679
Contributions	\$73,800	\$73,800	\$70,083	\$70,083	\$66,236	\$66,236	\$62,254	\$62,254	\$58,133	\$58,133
Interest	\$5,625	\$1,875	\$3,534	\$2,239	\$4,607	\$515	\$1,683	\$355	\$1,450	\$2,182
Reserve Projects	(\$350,906)	\$0	(\$210,585)	\$0	(\$304,693)	\$0	(\$139,854)	\$0	(\$17,778)	\$0
Special Assessment	\$63,000	\$63,000	\$63,000	\$63,000	\$0	\$0	\$0	\$0	\$0	\$0
Total	\$63,251	\$201,926	\$127,958	\$263,280	\$29,431	\$96,182	\$20,265	\$82,874	\$124,679	\$184,994

Slide 28: Reserve Study

●Recent Actions

—Increase of reserve contribution in 2009 budget

—Identify need for special assessment

—Explore necessary Project Management, EPDM options, and repair scheduling

●Questions

Slide 29: Special Assessment

●Current timeline and payment options

—\$2,100 per unit

—5% Discount offered for lump sum payment

●\$2,100 paid in 4 semi-annual installments

—\$525 due 4/1/2009, 10/1/2009, 4/1/2010, 10/1/2010

●\$2,000 paid in lump sum

—\$2k due 4/1/2009

Slide 30: Special Assessment

●Discount for early payment

—A discount of \$100 is provided to owners who prepay

—5% less for paying up front instead of over two year period

—Pre-payment by some owners will allow us to negotiate multi-year commitments and possibly expedite some of the work

Slide 31: Special Assessment

●Board responsibility and authority with regard to leveling special assessment

—Per our Bylaws

●Make and Collect Assessments

—Per VA Condo Act

●If the executive organ determines that the assessments levied by the unit owners' association are insufficient to cover the common expenses of the unit owners' association, the executive organ shall have the authority to levy an additional assessment against all of the units in proportion to their respective undivided interests in the common elements.

●The amount of all common expenses shall be assessed against the condominium units in proportion to the number of votes in the unit owners' association

Slide 32: Special Assessment

- Recent Actions

- Develop payment totals based on Reserve needs
- Establish necessary totals
- Develop payment options

- Questions

Slide 33: Current Schedule for Repairs

- Siding and wood trim replacement
- Flat roof replacement
- Concrete work

Current Schedule for Repairs

- Recommendation to move siding and trim repair forward in the schedule

Slide 34: Current Schedule for Repairs

- Discussion/Suggestions on how to offset the continued cost of flat roof repair and deck displacement without mandating a new, improved roofing system
- Questions

Slide 35: Green Initiatives

- Community Interest
- Several requests for Green possibilities
- Need a volunteer to research tax deductions, contractors, gather information for cost benefit analysis
- Current Situation - no one to spearhead
- Volunteers?

Slide 35: Motions

- Reserve Account Signature Authority
- Monthly Assessment Increase
- 2009 Budget Adoption
- Insurance Clause Addition
- Special Assessment