

# THE BELLEFONTAINE

## **Board meeting minutes of 09/13/11**

The meeting began at 6:00pm. The following Board Members were present: Carol Venable (chair) Bob Kubie and Tom Fox. Ceosd.net did not send a representative. Others in attendance were: Jana/unit 402, Kathy& Sally/unit 901, Hanna & Sandra/unit 1003, Frank/unit 903.

**PARKING SPOT IN BASEMENT:** The auction resulted in the parking spot being leased to Bob Kubie/203 for \$150/month for the period of 1 October 2011 – 30 September 2012.

The following two items passed as part of the Consent Agenda:

BOARD MEETING MINUTES for the meeting held 08/08/11 were approved

NEXT BOARD MEETING, 2<sup>ND</sup> Wednesday was confirmed for 10/12/11 at 6pm in the 12<sup>th</sup> floor Club Room.

**FINANCIAL REPORTS:** Financial Reports for the period ending 08/31/11 were provided by Management. Carol V/Unit 1103 noted that two owners were overcharged for the special assessment in August. The records are being corrected. The water bill has been paid one month behind for a long period of time. Therefore, this year there will be 13 payments during the budget year. Other bills have been paid late or recorded incorrectly; management has been tasked to take corrective action. Follow up is being done on delinquent fees.

**MANAGER REPORT:** Management was absent, but the written report was provided. The board discussed various items and made several decisions. Renter of Unit 902 asked that the railing be checked – the board will post a notice for owners to report loose railings or to request an inspection of the railing by Monday, October 17. Unit 803 repairs are still pending completion. Unit 801 may be replacing heater/air conditioner in unit which may require water shut off. There was a discussion about the bill from Johnson Controls for air conditioning repair after a mix up in the office caused overtime billing.

**RECORDING CC&R's DOCUMENT:** Bob K/Unit 203 reported the paperwork was prepared by the lawyer for the votes taken last spring. The change in the By-Laws was executed by the Board Secretary this date. The signed document will be returned to lawyer for his files. Management will be directed to distribute a copy of the signed document to all owners, scan a copy for Kathy to post on the webpage, and put a copy with the other governing documents. The documents to change the CC&Rs requires President's notarized signature with recording to be filed by attorney's office. Since these were dated for October, the President will hold the documents until then.

**WEBSITE.** Site is now available to residents and owners. Some areas are password protected for Board use only. Plans are to expand the site. A blog for anyone to post information may be added and the

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committee may also work towards a Club Room Calendar. Kathy/Unit 901 will post the webpage address on each of the bulletin boards. It is <http://thebellefontaine.yolasite.com>

#### CONTRACT ITEMS:

- **AMERICAN TOWER CONTRACTS:** American Tower Corporation (ATC) and AT&T contracts are still on-going issues and the board continues to be in discussion with ATC. A site audit was conducted by the ATC field representative on Sep 12 and a report will be prepared for their corporate office. A number of things were discovered including running equipment owned by SkyTel, abandoned equipment, and other issues.
- **HVAC/FAN CONTRACT:** This contract will be up for renewal soon. The Aug 26 air conditioning outage resulted in a \$900 bill. Due to miscommunication at the management office and the need to obtain parts, the repairperson was here both Friday and Monday resulting in overtime charges. The Board discussed charges included on both the Aug 26 and Jul 5 call outs to the building. Hanna Suleiman/Unit 1003, contract committee, is authorized to discuss these bills with Johnson Controls and the contract details. One bid was received from another company.
- **Tabled Items for Future Meetings –** front window leaks/balconies and common dryer venting.

**PRIOR TAX RETURNS:** The issues with the 6/30/07 and 6/30/08 tax returns have not been resolved. The Franchise Tax Board has not responded to our actions taken in June and August 2011. However, a new notice was received saying that we had overpaid \$10 for the 6/30/10 tax return. This overpayment does not appear to agree with our records, but the amount is minor and the board is not concerned about the 6/30/10 amount.

**FIRE & SAFETY ISSUES:** Simplex Grinnell completed the work on the standpipes and hoses that was necessary to obtain our 5-year Certification. However, when water was run through the system, they found two hose valves leaking from the stem. These will also need to be replaced resulting in a cost of \$634. The parts are on order and should be installed by the end of the month. - Sanding and painting of rusted portions of the pipes will need to be done when routine painting maintenance is scheduled.

#### NEW BUSINESS:

**MAINTENANCE PERSON:** There are many items going unresolved in the building. We need a legitimate maintenance person and need to search for one person or a company that can provide ongoing inspection and maintenance work. The contract and maintenance committee will prepare a listing of work that needs to be done. Items identified as needing maintenance include:

- FAA red lights on the top of the building need checking and replacement.
- Stairwell lighting is out of whack. It is too bright now. A decision was made a long time ago that lights were to be on every other floor, but for some reason all of the bulbs were recently replaced. Tom Fox will work with Hanna Suleiman to adjust and fix.
- The emergency lights in the stairwells were not working correctly during the blackout. Batteries and bulbs have not been replaced.

- Booster pump problems were identified following the blackout. West pump is not working. East pump running hard and hot. TCP to fix with electrician assistance.
- Chipped paint on slump stone by the entry area garden/palm area. There may be an irrigation leak and the landscaper was called to check before any repainting is scheduled.
- It is time to renew/rebid trash contract. Tom F to contact EDCO for proposal.
- Unknown source of occasional water found on garage floors both in the upper and lower garage levels.
- Repairs have been made by Hanna S./Unit 1003 and Carol F. to the tighten the screws of the lower pedestrian gate and the outside door to the billiard room – work completed.

#### MOVE-IN/OUT PROCEDURES

Procedures were discussed. It is not being handled well at this time. At the next board meeting this will be discussed with management. The Rules and Procedures are not being following regarding the fees to be charged to the owners and the use of the security monitor. Carol V. has combined all of the moving material in the elevator pad closet and added a ladder, scissors, cord, and tape. A procedure list is being prepared for the closet. Some of the roll out material used to cover the slate is missing. The monitor needs to ensure that the slate edges are protected by the elevator and by the basement transition to the cement floor.

#### EMERGENCY PROCEDURES

The recent blackout brought to light the need for emergency procedures and instructions. Tom F. will work on items and procedures with the contract/maintenance committee.

#### NONBOARD ITEMS:

- Sandy Suleiman/Unit 1003 discussed interior plant vendor and exterior gardener. Recommend that trees on south the southwest corner of building be properly trimmed by a tree company that has an arborist on staff.
- The Architectural /Aesthetics committee is examining the donation of sofas and sectionals for the recreation room.