

3 Chisolm Street HOA, Inc
Board of Directors Regular Meeting
171 Church Street, Suite 340
Charleston, SC 29401
Wednesday, November 16, 2011
5:00 pm

Board Members present:

Wally Seinsheimer, Helen Warren, Mims Roberts, Georgia Bell
Via phone: George Davidson

Sentry Management Managers Present

Barbara Burnham, Collin Bruner

Homeowners Present

John Warren, Layton McCurdy, Pete Wyrick

Call to Order

George Davidson called the meeting to order at 5:04 pm.

Verification of Quorum

A quorum was verified.

Southcoast Exteriors

Chris Terry of Southcoast Exteriors presented a slide show of the current condition of the exterior of the main building and reviewed the Property Condition Assessment which he had prepared. This report covers the crawlspace, roof and gutters. He also reviewed reports done by ABS (Applied Building Services).

Crawlspace: There are pipes improperly resting on loose boards. Trenches dug during the original construction of the building are still open, and there are places with 2-6" of standing water. Condensation, water intrusion from the exterior and water from the courtyard are contributing factors. There is inadequate ventilation under the building. There were no leaking pipes and no mold was seen.

Wally Seinsheimer made a motion to get a Scope of Work for the crawlspace and to obtain 3 bids.
Helen Warren seconded.

MOTION CARRIED.

Roof: The hatch for roof access is broken. HVAC units are improperly or poorly fastened causing holes in the roof. Some HVAC units are resting on loose boards. There is debris on the roof. Vent top hats are loose and/or sized incorrectly. The roof has not been monitored or maintained. After much discussion, the general consensus was that one HVAC company should be used by all homeowners. The entire roof needs to be cleaned and all extraneous items removed. The management company will be responsible for allowing contractors and workers onto the roof. Parts of the capstone and parapet are in danger of falling.

Wally Seinsheimer made a motion that Sentry Management will retain one HVAC contractor to do all repairs and maintenance on rooftop-mounted equipment for the school building.

MOTION CARRIED.

Sentry Management will send a letter to Jack Burnett asking him to remove his roof top deck which is in disrepair and in danger of falling.

There are many other problems addressed in the Southcoast Exteriors report that will need attention as well.

Chris Terry will provide two options:

1. Cost to keep the roof in serviceable condition for another five years
2. Cost to replace the roof

Wally Seinsheimer made a motion to obtain scopes of work on the roof: one to repair the roof, one to replace the roof, one to repair the broken capstone and parapet and to obtain 3 bids for each job.

Mims Roberts seconded.

MOTION CARRIED.

Gutters: John Warren says there is no overflow from the top gutter. The overflow is from the lower horizontal gutters. He has brought this to the attention of the management company repeatedly for a year and a half. Chris Terry did not see the lower gutters and will inspect them this week. He says the copper gutters need to be soldered, not patched. He will send a gutter and downspout calculation to Collin Bruner within 2 days which will show whether the gutters are large enough to handle the volume of water coming from the roof. Chris Terry suggested splash guards on the top gutters to keep the water in the gutters. There are no drip edges above the windows and this allows water to cascade down the walls and windows. Helen Warren suggested that we speak with Historic Charleston Foundation if we need to find experts to help with the metal window problems.

Wally Seinsheimer made a motion to get a scope of work regarding the gutters.

Mims Roberts seconded.

MOTION CARRIED.

Chris Terry will have all scopes of work completed by December 5.

Mims Roberts said that it would be helpful if Chris Terry would enumerate the work needed in a prioritized list – from items most important to stop or stave off further damage to the building listed first to items that he feels, in his opinion, can be postponed temporarily.

Approval of 10-3-11 BOD Meeting Minutes

Wally Seinsheimer made a motion to approve 10-3-11 Board meeting minutes.

Helen Warren seconded.

MOTION CARRIED.

Financial Review

Collin Bruner met with Mims Roberts November 15 to review financial statements. Collin Bruner mentioned the net reserve amount is \$109K. The Reserve bank account does not contain the entire \$109K, because \$29K was used to pay the annual insurance down payment. This happens each year due to timing of insurance renewal. There is an account on the Financial Summary to indicate the receivable to reserve from operating. Mims Roberts also brought up that a disputed bill from Nexsen Pruet is not reflected in these financial statements as a liability.

Manager's Report

Barbara Burnham asked if there were any questions about her printed report. There were none.

Old Business

Insurance: Paul Steadman from The Steadman Agency will provide a letter explaining the coverage limits in the new policy. Paul Steadman will be at the Annual Meeting to discuss and answer questions.

Budget 2012: The 2012 Budget has not been approved. There are outstanding maintenance costs to be determined based on maintenance plan and outcome of building assessment. In the meantime, coupons with existing monthly fees will be mailed to owners for January payments.

Loan Modification: Russ Gantt from TD Bank has not called back. Wally Seinsheimer suggested that we call Dixon Woodward.

New Business

Unit 104

Wally Seinsheimer made a motion to send a letter from the Board to the prospective buyer's attorney. Helen Warren seconded. Mims opposed.

MOTION CARRIED

Mims Roberts made a motion to seek legal advice in this area of law before writing a letter. Wally Seinsheimer seconded.

MOTION CARRIED

John Warren will have Alan Holmes contact Collin Bruner.

According to the Master Deed, a Waiver of Right of First Refusal should be signed by the Secretary. This includes leases of units.

Martin Morad proposal: He would like a representative from each floor to serve on the Board. This would need to be added to By-laws. Wally Seinsheimer asked that this matter be tabled until the next meeting.

Georgia Bell presented her letter of resignation from the Board, as she no longer lives here and is selling her unit.

Next Meeting: January 9, 2012.

Adjournment:

The meeting was adjourned at 7:39 pm.

Barbara Burnham

Sentry Management, INC

Reviewed and Approved on Feb. 26, 2012

By: Wally Seinsheimer 3 Chisolm Street HOA, Inc., Secretary