

## MINUTES OF THE MEETING OF THE BOARD OF DIRECTORS FOR THE 3 CHISOLM STREET REGIME

A regular meeting of the Board of Directors of the 3 Chisolm Street Regime was held at 5:30 pm on June, 20, 2018 in Unit 302.

Present were Martin Morad, Richard Simons (via telephone), Linda Hojnacki, Steven Bernard and Shawn Wallace. Also present was the property manager Thomas Knisley.

1. The minutes of the meeting of the Board on April 5, 2018 were reviewed. Dr. Morad made a motion to approve the minutes which was seconded by Mr. Bernard. The motion carried unanimously.
2. Mr. Knisley gave a written report on the progress of the work of the property manager.
3. The necessity for power washing the buildings was discussed. The board reviewed the prior discussions and bids and instructed Mr. Knisley to contact the low bidder and have the low bidder power wash the Gym Building and one wall of the Main Building. The Board was concerned about fragility of parts of the Main Building and wanted to try out the company doing the power washing before allowing the company to perform a power wash on the entire Main Building.
4. The Board then heard from Ms. Wallace regarding Dr. Babanoury's request to review the provisions of the Master Deed. Not having heard from Dr. Babnoury the matter was tabled.
5. Dr. Morad reported on his discussions with an interior designer for the decorating of the halls of the buildings. The designer recommended wallpapering the walls and painting the ceilings. After some discussion, the Board came to a consensus that wall papering the walls was not appropriate inasmuch as the wall paper could be damaged during a move-in or move-out or otherwise damaged and would be difficult to repair. The Board decided that painting the walls, ceiling, doors and door frames would be best. Mr. Knisley was asked to obtain at least three estimates for the painting which would include two coats on the walls and one coat on the ceiling as well as the doors and door frames.
6. The Board next considered the preparation of a Maintenance Checklist in conjunction with the Reserve Study prepared several years ago. Currently the Board and the property manager react to request for repairs made by individual homeowners. The Board felt that a master Maintenance Checklist should be prepared and each element of the regime should be proactively examined on a regular basis. The maintenance plan and checklist needs to be extremely detailed as to each element of the regime to be examined and the time period when such examination will be conducted. Mr. Knisley was asked to prepare such a checklist.

7. The Board next discussed the landscaping. Dr. Morad gave a presentation and advised the Board that the irrigation system was still not functioning at full capacity. Dr. Morad also advised the Board that the planting of the areas bordering on Chisolm Street had been completed as well as the courtyard. Dr. Morad also advised that Deborah Bernard had volunteered to plant a garden in the areas in front of the Cottage.

There was further discussion that at the Regime should have an irrigation plan so that any landscaper the Board might retain would know what irrigation was in place. Mr. Bernard suggested that the landscape firm of Botany Bay once employed by the Regime might have the current irrigation plan. Mr. Knisley was asked to contact Botany Bay and see if Botany Bay did have our irrigation plan.

The Board was also concerned that the current landscaping company Pleasant Places was not performing as well as could be expected but that the Board had no way of knowing what the landscape company was actually doing. Mr. Bernard suggested that Mr. Knisley contact the foreman of Pleasant Place and prepare a landscaping maintenance checklist so that the Board would know that the landscaping was in fact being done properly.

Mr. Bernard made a motion which was seconded by Ms. Hojnaki to authorize Mr. Knisley to contact Juanita Greenberg, a landscape architect, to assist in preparing such a maintenance checklist, which would include maintenance of the trees and bushes. The motion authorized paying for three hours of Ms. Greenberg's time. The motion was passed unanimously.

8. The Board next discussed the need for monitoring the construction vibration that may occur when the Sgt. Jasper buildings begin construction. Mr. Knisley reported that he and Mr. Will Botts of Terracon ( a geotechnical engineer employed by the Beach Company) had inspected the interiors of all of the units but one. Mr. Bernard reported that in a conversation that he had with Mr. Botts, Mr. Botts stated that he had crawled the foundation area as well. Mr. Botts suggested that Terracon could provide vibration monitoring services during the pile driving phase. The cost would be \$300/week/device. The pile driving phase was estimated to last 4-6 weeks. Mr. Botts would be onsite on a daily basis for the first few days to see if there were any major concerns. If not, then he would monitor the devices on a weekly basis. The Board discussed the proposal and agreed to have one such device placed on the Gym Building. If the device registered vibrations that were abnormal another device could be placed on the Main Building. Mr. Bernard moved to have one device placed on the Gym Building at a cost of not more than \$300 per week. Ms, Hojnaki seconded the motion and the motion carried with Dr. Morad abstaining. Mr. Knisley was asked to contact Mr. Botts and arrange for the service and determine if the Board could receive a permanent record of the monitoring devices.

9. The Board then considered a homeowner's complaint about the roof access policy. The complaint seems to have been resolved and the Board reconfirmed the present policy.

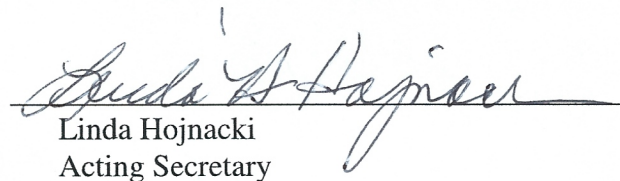
10. Mr. Bernard then raised some issues regarding the Cottage. The first was a roof leak in the Cottage. The Cottage roof is approximately 1 year old and under warranty. Mr. Knisley suggested that he contact Mr. Maneri's property manager and confirm whether there was leak. If there was a leak, he would contact Steve Votta Roofing to correct the problem. The second issue was the parking spot in the Broad Street lot reserved for the Cottage. The parking spot is designated by a small sign which is not very visible and as such visitors and others are parking in that reserved spot. Mr. Knisley was instructed to have the parking spot reserved status painted on the asphalt itself. The final issue regarding the Cottage was the down spout and drain on the Cottage property needs to be cleaned out regularly. Mr. Knisley agreed to investigate the down spout and make sure it was working properly.

11. The Board next discussed dryer vent cleaning. As this is a safety issue Mr. Knisley was asked to make this a priority. Mr. Knisley reported that he was meeting with two companies that performed this serve very soon and would have some estimates for the work thereafter.

12. The Board next considered the repairs requested by the Davidsons as a result of roof leaks. The Board reconfirmed its policy that the unit owner should present 2 or 3 estimates for the repairs. The Board would pay for the repairs but would not hire any contractor to do the repairs.

13. Ms. Wallace then reported on her discussion with the City of Charleston regarding one unit owner's request to have the address of the Cottage and Gym Building changed so as to avoid confusion for emergency responders and deliveries. The Board discussed the issue but felt that it was an impractical solution to this problem. Other approaches would be investigated including additional signage.

Mr. Bernard moved to adjourn which was seconded by Dr. Morad and passed unanimously.

  
Linda Hojnacki  
Acting Secretary