

BRISTOL GREEN

December 1, 2011

MEETING MINUTES

Location: Long Reach Stone House, lower level
8775 Cloudleap Court
Columbia, MD 21045

For Meeting: December 1, 2011, 7pm
Time Started: 7:02 PM
Time Ended: 8:05 PM
Subject: Regular Monthly Meeting

- I. Call to Order by President, Travis Beaver
- II. In attendance were 3 of 5 Board members and 11 residents. Carolyn Jackson and Cynthia Jobling were absent.
- III. Travis Beaver motioned that the minutes from our 11/3/2011 meeting be approved with minor corrections. It was seconded by Bonnie Sobolewski. Motion carried. Minutes approved.
- IV. Treasurer's Report: November report was not yet available – none given.
- V. Operations Report was given by Heather Gummel, Property Manager.
 - a. 3rd Floor dryer exhaust line cleaning has been completed in preparation for the attic insulation project. Corporate Services removed a total of 5 contractor bags full of lint from all 40 exhaust lines. Five lines were extended per Travis' request as they were too short.
 - b. Repair work at 5911 #201 is complete except for some punch list items which should be completed prior to the holidays. Work at #101 is moving along without issue.
 - c. FHA Certification documentation submitted. We are waiting to hear from FHA.
 - d. Repair work to correct Sept 20th incident to the new entry sign has been invoiced and submitted to the appropriate unit owner for repayment.
 - e. A communication problem occurred with our alarm systems recently that Verizon has since corrected. We were notified that in the future we will need to plan on replacing our current panels for compatibility with digital phone lines that will become the standard by 2014-15.
 - f. The Board approved sending out e-mail contact authorization forms to all unit owners to help reduce the cost of photocopies and postage.
- VI. Travis Beaver presided over the topic/discussion period of the meeting
 - a. DeVere Insulation will begin attic insulation upgrades in the next 2-3 weeks
 - b. New Parking Rules & Regulations will be sent to all unit owners for discussion at the February meeting
- VII. The floor was opened to the residents for discussion.
- VIII. Meeting was adjourned at 8:05 PM.
- IX. A closed session with Board and Brodie only began at 8:15 PM and ended at 8:55 PM.

ITEM	TOPIC / DISCUSSION	STATUS	ACTIONEE	DUE DATE
1	5901 rear door hitting frame 5971 front door hitting frame	Open	Cunningham Contracting	On Maintenance List
2	Replace faulty kick down stops on all exterior doors and patch/paint old holes	Open	Cunningham Contracting	On Maintenance List
3	Landscape drainage pipe at 5930 has collapsed under parking lot. Requires replacement.	On Hold	Around the Clock Plumbing	Spring 2012
4	Entry rugs still need to be removed from all buildings with carpeted entryways.	Open	MultiCorp	Need ASAP
5	Attic insulation upgrades totaling \$33,641.20	Open	DeVere Insulation	December 2011

BRISTOL GREEN
December 1, 2011
MEETING MINUTES

ITEM	TOPIC / DISCUSSION	STATUS	ACTIONEE	DUE DATE
6	3 rd floor dryer exhaust pipe cleaning and extension of lines that are too short	Complete	Corporate Services	N/A
7	Suggestion: Offer discounted cleaning of dryer vents for all residents once per year.	Scheduled	Brodie	Spring 2012
8	5940 #302 bedroom window leak repair	Complete	Cunningham Contracting	N/A
9	Replace broken cable TV enclosures and clean up messy exterior cable TV wiring	Researching	Travis, Verizon, Augustin Wiring	2012
10	Courtyard drainage and landscaping improvements: Major reserve project pending future discussion.	On Hold	Board & Brickman	1 st Half of 2012
11	Interior hallway modernization project: Major reserve project requiring discussion, design, and long implementation phases	On Hold	Board	Commencing 2 nd half of 2012
12	Downspout disconnected behind Garage #23	Reported at 12/1/11 meeting	Cunningham Contracting	To Be Added to Maintenance List

The above notes are my understanding of the discussions that took place in the meeting December 1, 2011. Any corrections or additions to these minutes should be sent to Brodie Management and/or communicated at the next meeting.

The next Board meeting will be in February. Exact date and time will be posted in buildings and on the website at a later date once room reservations are completed.

Thank you,
Travis Beaver