

**ONE BRATENAHL PLACE  
CONDOMINIUM ASSOCIATION  
MINUTES OF THE FEBRUARY 20, 2018 BOARD MEETING  
SUITE 101**

**PRESENT: SUE DEMPSEY, PATRICK ROSENTHAL,  
GREGG STRONG, JEANETTE WEBSTER,  
CORRINE HARTMAN, SCOTT KILPATRICK**

**IN ATTENDANCE: PAMELA HENDRIX, FIRST REALTY  
JIM GRASSO, FIRST REALTY PROPERTY MANAGEMENT  
JULIE PERKINS, KAMAN & CUSIMANO**

The meeting was called to order at 6:00pm by President Sue Dempsey.

The January 16, 2018 Meeting and Executive Session Minutes were discussed and comments made to clarify content. A motion was made by Jeanette Webster to ratify the January 16, 2018 Meeting Minutes as amended, the motion was seconded and approved. Gregg Strong made a motion to approve the January 16, 2018 Executive Session Minutes, the motion was seconded and approved.

Pamela Hendrix reviewed the Manager's Report and various Association business was discussed.

- Pamela requested approval to purchase three new pieces of equipment for the exercise room. Three quotes were reviewed with the quote from Health and Fitness Equipment Center in the amount of \$10,894.74 recommended. Gregg Strong made a motion to approve the recommended expenditure, the motion was seconded and approved.
- Pamela requested approval to purchase equipment for the restaurant to replace existing equipment that is no longer functioning. Three quotes were reviewed and the quote from A-1 Restaurant Equipment in the amount of \$12,015.00 was recommended. Gregg Strong made a motion to approve the recommended expenditure, the motion was seconded and approved.
- Pamela discussed the assessment of a leaking pipe joint on the 8th floor. The plan to repair is ongoing and quotes are still being received.
- A request was reviewed to resize a window during renovation of unit 1109. The drawings and details of the request were discussed. Scott Kilpatrick made a motion to approve the request. The motion was seconded and approved.
- Pamela discussed the plan to power wash the garage this summer and the new signage at the gate house.
- Pamela announced the addition of Oleg Krivoy at the Residents Services Desk and interviews for a full time maintenance employee.

The Board reviewed draft charters for the MR&R Long Range Planning, Communications, Landscaping, Budget and Planning, House, Social and Marketing Committees. The Board discussed charter content. A request were made to modify the MR&R Committee Charter to limit that committee's scope to support current projects specifically - replacement generator,

roof top deck, garage air handling system, restaurant air handling system, long range planning, assessment and execution of future projects of a material nature. The Board also reviewed and discussed all Committee members. Scott Kilpatrick made a motion to approve all Committee Charters and Members as amended. The motion was seconded and approved.

Jeanette Webster reviewed the OBPCA financial reports for the period ending January 31, 2018. The information was discussed and accepted.

Jeanette Webster presented the final Reserve Study as of 2017 from Reserve Advisors Inc. representing their estimate of future costs to replace major building capital elements. The subject Reserve Study was discussed. Jeanette Webster made a motion to accept the Reserve Study as presented. The motion was seconded and approved.

Jeanette Webster presented the August 31, 2017 Accountants Audit Report and discussion ensued. Jeanette Webster made a motion to approve the subject report. The motion was seconded and approved.

Jeanette also presented the auditors management letter from Devin & Associates Inc. which discussed the scope of the subject audit report. The letter stated that in the auditors opinion, there are no material weaknesses in the system of accounting controls used by Association Management. The letter was discussed and a motion was made by Jeanette to approve the subject management letter. The motion was seconded and approved.


A draft communication to OBPCA Members regarding responsibility for damage to Member owned units and common areas including details regarding insurance coverage was reviewed and modifications recommended and discussed. Scott Kilpatrick made a motion to accept the communication as amended. The motion was seconded and approved.

Marketing Committee activity was reviewed by Patrick Rosenthal. Marketing Committee plans were discussed.

The Board reviewed a draft communication to OBPCA Members regarding Board Elections Procedures. The communication was discussed and amendments recommended.

With there being no further business, the meeting was adjourned at 8:23pm.

Respectfully submitted by:



Gregg A. Strong, Secretary