

3300 PARK AVENUE CONDOMINIUM ASSOCIATION, INC.

MEETING MINUTES OF THE BOARD OF DIRECTORS

SEPTEMBER 14, 2014

3300 PARK AVENUE, UNIT #5

I. Call of the Roll and Certifying the Proxies

The meeting was called to order by Secretary, Anne Pappas Phillips at 6:30PM. She made a call of the roll and noted that there were no Proxies. Officer's present: President, Carmen Rosa, Secretary, Francisco Ribas, Member, Al Mallozzi and Member, Wil Tosado

II. Proof of Notice of Meeting

Secretary Anne Pappas Phillips held up the Notice of the Meeting which had been sent to the unit owners via both post and email. Copy attached

III. Reading of Minutes of the Preceding Meeting

Secretary Anne Pappas Phillips requested a "waiver" of the reading of the minutes because she had not received the tape back from the previous board. **Vote: All in Favor.**

IV. Receiving Reports of Officers

- President, Carmen Rosa – The President did not have a report
- Treasurer, Francisco X. Ribas – The Treasurer handed out a report to the Board attached
- Secretary, Anne Phillips – Anne Phillips announced the results of the meeting for the election of officers, which was held on The Board met on Saturday, August 30th and designated the following officers:
 - **President** – Carmen Rosa
 - **Secretary** – Anne Phillips
 - **Treasurer** – Francisco Ribas
 - **Directors** - Al Mallozzi and Wil Tosado do not have a titled position but serve as Directors

V. Receiving Reports of Committees

None, however, the Board is looking for Chairpersons to head up: **Website, Capital & Loan Committee, Landscape, Maintenance, Legislative, and News Letter Committees.**

The Board is also looking to fill Bylaw permitted Assistant Treasurer and Assistant Secretary position's.

VI. Receiving Report of Manager, if any

VII. Receiving Reports of the Board of Directors, if any – Secretary Anne Pappas Phillips stated that there were no other reports of the board of directors.

VIII. Unfinished Business

- Loan Refinancing with SIBT

Treasurer Francisco Ribas stated that Lisa Allegro was not being responsive to him; which is a problem. It was thought that Allegro may not be aware that 100% of the Board turned over. **Motion:** Ribas requested for Cliff to email SIBT Loan Officer to provide SIBT with the names of the new officers of the Board. **Vote: All in Favor.**

Ribas stated that according to his estimates, reducing the interest rate from 5.6% to 4.6% could realize and additional \$23,000 in loan proceeds, without having to extend the loan maturity date or change the unit owner payment amount.

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Ribas stated that in terms of the existing SIBT loan, \$5,842 has yet to be drawn from the loan proceeds according to the last bank statement. **Action: Ribas to find out from SIBT what budget line items the Board can still draw funds from?**

Ribas stated that the “Association is being charged a \$10.00 service fee per month for not using the money”. **Action: Ribas will seek to see if SIBT will reverse the \$10.00 fee charged for the last 26 months that the former Board did not do anything.**

Ribas inquired as to if the FY 2014 budget had been sent to Allegro at SIBT per the loan document requirements. **Action: Ribas to ask Cliff to send the FY 2014 Budget to Lisa Allegro of SIBT per the loan document requirements.**

Ribas inquired as to if the FYE 2013 Financial Statements been provided to Lisa Allegro of SIBT per the Loan Document Requirements. **Action: Ribas to ask Cliff to send the FYE 2013 Financial Statements to Lisa Allegro of SIBT.**

- Past Due Financial Statements

Ribas stated that since June 2012 the previous Board did not produce or distribute any monthly financial statements to the unit owners. Ribas stated that his first formal request to Cliff as Treasurer was made on 09/04/2014. **Action: Ribas to ask Cliff again for copies of Financial Statements for January 2014 to July 2014 & All back up paid invoices.**

- Accounts Payable

Ribas stated that since June 2012 the previous Board did not produce or distribute any account payable general ledgers as part of the monthly financials. Ribas stated that his first formal request to Cliff as Treasurer was made on 09/04/2014. **Action: Ribas to ask Cliff again for a copy of the Accounts Payable list and copies of all outstanding bills that have yet to be paid.**

- Vacant Lot Landscaping (Vacant Lot Trees & Shrubs and Top Soil)

Ribas stated that former President Robbie Barnes paid to David Rodrigues the sum of \$8,000 as a deposit towards the Vacant Lot Landscaping project. Ribas stated that money was withdrawn from Savings Account at People’s United and there was no Board vote on the matter. **Action: Ribas stated that he will (i) ask Cliff if he paid Rodrigues in Cash? (ii) ask Cliff to which account was it deposited into, and (iii) what was the check number given to Rodrigues and from what account was it drawn?**

- Garage Roof Repairs

Ribas stated that he does not have any of the repair bids or estimates for the approximate \$40,000 which the previous Board claimed were the capital improvements required. Urgent items to take care of before winter were the repair/replacement of the garage roofs for (#1/#2 and #27/#28). **Action: Ribas to ask Cliff for copies of his repair estimates for the Garage Roofs (#27 & #28) and (#1 & #2). Ribas also stated that Francisco Ramirez submitted 2-bids: (i) \$6,800 for #1 & #2 and (ii) \$6,800 for #27 & #28.**

- Mold Remediation #27

Ribas stated that regarding the mold remediation for unit #27, Attorney Patricia Ayers, sent to the current Board, a remediation letter & garage roof replacement letter on 09/12/2014. The letter required a 30-day response or call to action. The 30-day clock started on 09/12/2014.

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Ribas stated that Francisco Ramirez submitted a request for \$5,600 to remediate the mold within the interior #27. Action: Ribas to ask Cliff for his repair estimate for mold remediation pertaining to the interior of Unit #27

- **Brick Paver Reset & Concrete Stair Resurface**

Rosa stated that the Board needs to get a handle of where Pedriera is with completing the brick paver work for building #2 and completion of repairing the main staircases for units: #1, #27 and #36 per the previously executed contract as approved by SIBT. **Action: Rosa to call Pedriera as a follow-up.**

- **Status of Ordering the Light Topper**

Rosa inquired as to if Drew Kivi (203-265-2333) of Electrical Wholesalers been contacted regarding the pole light topper order from Hadco (Old Boston Fixture). There is a 6-week lead time to order. Money may be available from the SIBT loan www.lightingproducts.philips.com/our-brands/hadco/old-boston-v092.html. **Action: Ribas to contact John Karcher of Karch Electric.**

IX. Unfinished Business

- **Appoint a Website Committee Chairperson** – Committee to make Recommendations to the Board on setting up a Condo Website. **Action: The Board to reach out to the Association Members to see if there are any volunteers.**

- **Appoint an Assistant Secretary** – Ribas stated that per Section 6(a) of the Bylaws “The Board of Directors may appoint an Assistant Secretary and such other officers as in its judgment may be necessary”. **Action: Anne to think about it.**

- **Appoint an Assistant Treasurer** – Ribas stated that per Section 6(a) of the Bylaws “The Board of Directors may appoint an Assistant Treasurer and such other officers as in its judgment may be necessary”. **Motion:** Ribas made a motion to appoint David Lewis as Assistant Treasurer to assist with the financials, and to deal with the SIBT loan matters and capital improvement matters. **Vote: All in Favor.**

- **Crab Apple Tree Spraying Proposals (Bartlett Tree & Green Acres Landscaping)**

Ribas stated that the previous Board never continued the spraying of the crab apple trees on Building #2 for the last 2-years. Rosa stated that David Rodrigues said the trees were dead and it was a waste of money. Ribas stated that when he spoke to Bartlett, Bartlett said that the crab apple trees were not dead, they were “stressed” due to the lack of continued spraying and that the crab apple trees are predisposed to getting the fungus. Bartlett stated that the trees have to be sprayed in the springtime (201%). **Action: Frank to follow-up with Marko from Green Acres & Daniel from Bartlett Tree to get the proposals for Fall Fertilization and Spring Spraying of the Crab Apple trees at Building #2.**

- **Status of Flower Planting in the Pool Area** – Ribas stated that the planters weren’t planted for 2-years by the previous Board and recommended a spring budget of \$200.00. **Vote: All in Favor.**

- **Garbage Bin Planters to be Planted** – Notice to Unit Owners with Specs for plantings (Junipers along the edge). **Action: Notices to be sent to the unit owners in the Spring (2015).**

X. **Next Meeting Date** – **Date:** To be announced | **Time:** 6:30 PM | **Place:** 3300 Park Avenue, Unit #5

XI. **Adjournment** – The meeting was adjourned at 8:12PM.

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NOTICE OF MEETING

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3300 PARK AVENUE, UNIT #5

3300 Park Avenue Condominium Association, Inc.

NOTICE OF THE BOARD OF DIRECTORS MEETING

A meeting of the Board of Directors of 3300 Park Avenue Condominium Association will be held on Monday, September 15, 2014 at 7 p.m. at the Inwood Condominium Association, Inc. in the Main Lounge in Building I, 3200 Park Avenue, Bridgeport, CT for the purpose of:

The purpose of this meeting will be the following:

1. Election of Officers;
2. Loan Refinancing;
3. Landscaping;
4. Plan for Condominium Repairs;
5. Old Business;
6. New Business.

Board Of Directors