

# **Foxdale Condo Association**

## **January 2016 Board Meeting Minutes**

**DATE:** January 19, 2016

**LOCATION:** Urbandale Public Library

**CALL TO ORDER:** 6:36 PM

**ROLL CALL:**

President: Audrey Selby – Present

Treasurer: Kevin Johnson - Present

**READING OF THE MINUTES:**

November meeting called off due to attendance

No December meeting held due to holiday

**TREASURER'S REPORT:**

**2015 Year-End**

Reports were presented showing the dues on both an accrual and cash basis. After considering several capital improvements that were made during the year, 2015 ended with a net profit of approximately \$16,000.

**Update on Delinquencies**

We currently have a delinquency balance of approximately \$21,000. Once an account becomes 3 months delinquent, the Board of Directors is sending the account to a new collection agency. Please see the details for this below. It was also mentioned that the board is filing liens on properties once their account balance reaches \$1,000. In order to save the association money, the Board of Directors is now handling this duty instead of going to an attorney. The only cost is \$12 to file the lien with the Polk County Recorder. Using an attorney to file the lien would cost an additional \$200.

**Collections Agency**

The Board of Directors hired a company in November to assist in the collection of delinquent accounts. It was explained that they have a 2 step process: (1) Pre-Collections -- Letters and calls are made to owners for a 2-3 month period encouraging them to contact the treasurer to made arrangements to bring the account current without any effect on their credit. (2) Collections -- If no results from the 1<sup>st</sup> process, the account will be sent to their collections department, which will be reported to the credit bureaus.

**Dues Increase**

A reminder was given that dues were increased from \$110 to \$115 per month effective January 1, 2016.

## **2016 Budget**

The budget for 2016 was presented. It was reported that 5% of the dues collected each month will be set aside in a reserve fund for future capital expenditures (i.e. roof repairs/replacement, concrete repairs, etc.)

## **OLD BUSINESS:**

### **New Alarm Monitoring Vendor**

In October, a bid was received from Protex Central to monitor the fire alarms in the common areas of each building. This bid was accepted as it was lower than our previous vendor, A-Tech. Protex also made necessary repairs to the system in building 10141 to ensure the system was operating correctly.

### **Trash on Decks/Patios**

This continues to be an issue. Please remember to dispose of your trash in the dumpster promptly. According to the association's by-laws, owners can be fined for failure to do so.

### **Pet Issue in Rental Units**

The Board of Directors has received several complaints recently regarding pets in rental units. According to the association's by-laws, pets are only allowed in owner-occupied units. If the board discovers a pet is being kept in a rental unit, the owner can be fined.

### **Update on 15-Year Refresh Project**

The 15-year refresh project has been completed on buildings 10121 and 10141. This includes new LED lighting, fresh paint in interior halls, and new carpet in halls and stairs. Buildings 10151 and 10161 are scheduled to be completed this year. Carpet will only be replaced if it is needed.

### **Re-Keying of Buildings**

The following buildings have been re-keyed so that the key that opens the exterior doors will also open the furnace/water heater closets in the halls: 10101, 10111, 10121, 10131, and 10141. The last 2 buildings (10151 and 10161) will be re-keyed this year.

## **NEW BUSINESS:**

### **Ice Melt Containers**

It has been reported some of the ice melt containers inside the doors of the buildings have been missing. Please feel free to use these to treat the sidewalks for your building. However, if you empty the container or discover that it is empty, please notify a board member to have it re-filled. **DO NOT DISPOSE OF THE CONTAINER.** The board purchases de-icer in 40 pound bags and re-fills these containers. This is less expensive than purchasing the de-icer in these containers.

### **Common Area Door Issues**

The Board of Directors is currently waiting on bids to have repairs made to some of our common area doors. One of the main issues is that the exterior doors do not always close enough to activate the electronic security lock. In addition to a more permanent solution, we are looking at attaching grab handles to the interior of the door to allow it to be pulled shut, if necessary.

The other main issue is ensuring that all of the interior hallway fire doors are in working order. The newest buildings have a magnetic system that holds these doors open. These

doors will automatically close if the building alarm system is activated. The fire doors in the older buildings do not have this system and these doors should be kept closed at all times. In either case, DO NOT MANUALLY PROP THESE DOORS OPEN. This is against the City of Urbandale fire code and the association could be fined if we are inspected.

Other door issues (weatherstripping, rust, etc.) will be addressed and corrected as necessary.

#### **Dryer Vent Cleaning / Vent Cap Installation**

The Board of Directors has decided to clean the dryer vent for ALL units instead of just those that elected to have it done last summer. This is the vent that runs from your dryer to the outside of the building. According to the Urbandale Fire Department, this vent should be professionally cleaned on an annual basis as a fire prevention. This will be scheduled for this spring and will be charged to each homeowner. The cost for this is yet to be determined. If your unit has already had this done within the past year, please provide proof to the Board of Directors and we will not have your unit's vent cleaned.

In addition to the dryer vent cleaning, the Board of Directors will be installing caps on the outside of each of the dryer vents. This is to prevent critters from crawling inside the vent and birds from building nests on the vent, which is also a fire hazard. The cost of the dryer vent caps including installation will be covered by the association.

#### **Complex-Wide Cable TV / Internet System**

The Board of Directors is currently researching the feasibility of a complex-wide cable television system. This system could also include high-speed internet service. More information to come on this as information is received.

#### **Smoke Detectors**

The Board of Directors has received several complaints recently regarding smoke detectors going off in vacant units. It can be a very daunting and expensive task for the board to correct this. It was noted that the board had to hire a locksmith to gain access to a unit to correct the issue recently. According to the Urbandale Fire Department, the typical lifespan of a fire detector is 5 – 7 years. If the detectors in your unit are over 7 years old, they need to be replaced with brand new units. Simply replacing the batteries is not sufficient. After 7 years, the smoke sensors in the detectors may fail in which case they will not sound in the case of a fire.

#### **ANNOUNCEMENTS:**

The Vice President / Secretary, Sanita Hodzic, has resigned from her position due to personal reasons. As a result, a replacement is needed A.S.A.P. The Board of Directors is needing one volunteer to serve in this position. The board would also be open to considering other volunteers to assist with association duties such as mailings, soliciting attendance/votes for the annual meeting, property clean-up, and other miscellaneous duties. Please contact Kevin or Audrey at 515-975-0094 or [contact@foxdalecondos.com](mailto:contact@foxdalecondos.com) if interested or with any questions.

**NEXT MEETING:** Tuesday, February 23, 2016 @ 6:30 -- Urbandale Public Library Meeting Room B

**ADJOURNMENT:** 7:50 PM