



PINEWOOD VILLAGE UNIT OWNERS' ASSOCIATION
June 24, 2021

Hello Pinewood Village:

The Pinewood Board met on June 16th, 2021. This letter will give a summary of the topics covered and the resulting actions.

Present at meeting were:

Board Members: Ilana Grallert (President), George Blike (Treasurer), Linda Barton (Member-at-Large)

Unit Owners: Rebecca Johnson (Unit 9), Christopher Ashley (Unit 11), Don Pasini (Unit 4), Ellen Raber (Unit 10)

Moseley Associates: Kara Moseley

Covered Agenda:

May minutes were approved

Financials:

Expenses have run a little high this month, but overall, our operating budget continues to be good. George also reported that our reserve budget looks good as well and we are tracking well for both. All owners have made choices on siding payments and that cash is now available to offset costs and provide a financially stable path forward with regard to our reserve funding. George presented the financial reports which were approved and are available to owners on request.

Siding Update:

The material for the siding has now been ordered by Poanessa. However, the board realizes that several owners had yet to receive a quote from Poanessa regarding window replacements. Since the windows will take about six weeks to come in, the concern of the Board is that it will affect the installation of the siding. Tony has given a preliminary verbal pricing on windows to several people. He is now going to follow-up with those owners, at least in the first few buildings, and

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try to get a window contract signed and the windows ordered. He hopes to have a yes or no and order windows for Buildings 2/4 and 11/13 by Mon/Tues. Hopefully, all owners will be contacted within this next week. Please be quick to respond so these orders can be placed as soon as possible.

There had also been some confusion regarding the window grids allowed and after review Brian Roy has updated the Scope of Work for the windows with 8 over 8 for all front facing windows unless they are too small for 8, and then 6 over 6 will be used for smaller and bathroom windows.

The Board has looked at appropriate places for the three trailers that were approved for the storing of the siding and the windows and, in consultation with Brian, two will be placed in the Upper Village on each side of the mailboxes by the guest parking and one will be placed in the Lower Village by the guest parking. The trailers will be placed so that the contractors can back up with their trucks to load and unload. It is expected that the first trailers will only be needed for the first 9 months or so. The trailers will be placed on two by fours to protect the ground but the grass underneath will need to be replaced after they leave. Dumpsters for the removal of the old siding will also be placed around the Village but we do not have the exact locations or how many at this point. Once we have that information, it will be communicated to the owners. The trailers have now been reserved and the rental company is just waiting for a 2-day notice for delivery. Tony hopes to have siding ready for delivery in the next 2 weeks.

We are getting very close to starting now. Brian Roy of DKM will start to monitor things more on a daily basis now to update the first 2 buildings on actual start dates. The order of buildings may be impacted by the delivery date of the windows for those units requesting new windows. We will keep you all posted.

Mylars:

Linda Barton updated the Board on the Mylar project and the Board is very appreciative of her spearheading this effort to update the unit drawings as it is a very detailed and time-consuming work. Thank you, Linda. Linda informed the Board that Ron Taber, the surveyor that was hired, has done some amazing work and has finished the surveying part of the project. He and Linda are comparing his new findings with the existing unit drawings and those that had been updated by owners. They identified some things that have required conversations with owners to really understand what was intended or what really has occurred. And in all cases, the conversations have gone very well and owners have been cooperative. Kara has also helped them to work with some of the owners and her input and just overall knowledge has been invaluable. The Board hopes this will be completed shortly and then we plan to distribute these updates to each unit owner.

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Off-Site Parking:

The two owners that needed a third parking spot are working, through Kara, with Wellspring Church who have allowed them to “rent” two spots in their parking area. The owners are paying Mosley \$50 per month per vehicle, which is then sent as a donation to Wellspring since they are a non-profit. However, this is not a permanent solution and the Board is still looking into where on our site it would be possible to add a couple of more spaces for permanent parking. The understanding is that the owners that require it will continue to pay \$50 dollars per month, per vehicle but they would prefer to pay that money to Pinewood rather than to the Church. The Board and Kara will revisit this question over the summer.

Again, the Board would like to remind everyone to use their garage and their driveway for their cars and not the guest parking spaces which are for temporary parking only.

Dryer Vent Cleaning:

Kara confirmed that the dryer vents of Units 11, 12, 28, 29 31 and 32 have been cleaned. For all the other units who do not have the correct vent, the contractor is booking out until December. Kara is still waiting for a couple of unit owners to confirm their dryer vent materials. If she gets confirmation that they are constructed of the metal ductwork, then she can schedule to have him come back and clean those, if needed. But any rebuilding won't happen until December. Owners will be billed for service by Moseley.

Asphalt Crack Sealing:

The Board has been trying to understand the best method and lowest operational cost approach to redo the roads and walkways in the Village. This activity represents the next capital expense project after the siding. Pinewood Village will be done with capital expense projects for quite a while. In order to get the best understanding of how to go forward, Ilana spoke to the Public Works Director of Hanover who thinks that we should hold off doing any additional maintenance of the current cracks as they are not all that bad and would be very expensive to fix and not really gain us much longevity. He suggested we get a quote now for the project and have that quote updated each year. There are two ways to do it, one is shim paving and the other, costlier one, is to mill and pave. He also suggested we get separate quotes for the walkways because they cannot be done with large machines and will be time consuming and costlier

Disclosure of Information from Sellers to Buyers:

The issue was raised regarding disclosure of capital costs to new buyers and whose responsibility that would be for notification as some new owners were surprised by the siding issue. Kara informed the Board that there is a release that has to be signed by the buyer that states “ he/she has received from the seller a copy of the declaration of condominium of Pinewood village condominium Association, including bylaws and rules and regulations pertaining to occupants of Pinewood village for seller affirms and buyer acknowledges that they have received a copy of the unit drawing as recorded.” It is the seller’s responsibility to supply these documents to the potential buyer. If a buyer has not received the information, then they should not sign the waiver and should request a copy of that information through their realtor or from the seller directly. Unfortunately, the Association has no way of knowing or controlling if a seller has supplied the information to a potential buyer, especially if the release is signed.

The newly reformatted welcome letter that the Board put together earlier in the year might help to reduce and clarify some of this confusion. It was suggested and discussed that we should consider amending the release form, change the wording and make it clearer and bolder that the buyer acknowledges that they received certain information. Ilana will review with Kara how to proceed with that.

New Board Members Needed:

The Board is going to put together a nominating committee to find 2-3 new board members. We will be sending out a special notice on this shortly. However, if you are interested in either role, it would be greatly appreciated and you are welcome to contact Ilana at igrallert3@gmail.com or any Board member directly to discuss.

Last but not least:

The Association is still looking for someone that has experience and is willing to set up a webpage for Pinewood Village. If you think you can help or know someone who can help contact Ilana at igrallert3@gmail.com. We would also be interested in college student who is good at this and would like to earn a little extra money this summer.

The Association is also trying to plan a meet and greet gathering in July in the guest parking area of the Upper Village to welcome our new owners and celebrate the completion of the work to get the siding project started. Invitation will be forthcoming once we settled on a date.

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