**Duplex Council Meeting**

**August 20, 2024**

**Attendees:**

Directors: Roland Bernier, Fred Moffa, Beth Holcomb

6 additional Unit Owners in attendance

**Meeting opened at 7:00 p.m.**

**Old business:**

1. The final phase of the deck replacement project has commenced and should be complete before the end of August.
2. Shrub trimming and replacement had been scheduled for fall, but will be pushed back into spring of 2025 due to an emergency situation with a water heater rupture that will consume needed operational dollars.
3. Fall projects planned:
   1. Completion of tree trimming, which has already begun
   2. Drainage remediation at 20 Haskins Road
4. Report was given regarding the state of Duplex finances. Summary points made include:
   1. As of end of 2024, Duplex reserves will be approximately $135,000. This was anticipated when the deck replacement project was begun in 2022.
   2. There are no more major projects scheduled until 2032, when the following are planned for:
      1. Roof replacements (1/3 of Duplex units)
      2. Chimney Caps (1/3)
      3. Gutters and Downspouts (1/3)
      4. Repainting of Basement hatchway doors and gas meters
   3. By 2032, assuming no serious unanticipated reserve expenses, reserves should be built back up to $1,000,000.
   4. The current Reserve Plan has been set up to ensure that funds are available when needed, without overburdening the unit owners with excessive Reserve funding before it is necessary.
5. Duplex Directors will work with Elite to get the previous regular maintenance schedule back on track beginning 2025.

**New business:**

1. The process for dealing with water emergencies was discussed. This includes water pipe bursts and water heater failure.
   1. **All failures of this sort must be reported to Elite immediately**, prior to engaging with repair services or insurance companies. If after normal business hours, Elite has an emergency number to call.
   2. Overall responsibility for addressing costs for both remediation and cleanup belongs to the association. However, our insurance policy has a $25,000 deductible, which must be covered by the Unit Owner.
   3. Unit owners were previously notified that they should obtain $25,000 Loss Assessment coverage on their condominium insurance policy in order to cover this. The coverage is pretty inexpensive.
   4. Any additional expenses associated with the accident should be covered by the association’s insurance policy.
   5. Where other issues are uncovered (ex. mold in walls), these are considered maintenance issues and not a result of any accident and cannot be covered by insurance. In those cases, the association will be responsible to remediate and absorb all costs. Hopefully this can be done via the Operations Budget without dipping into Reserves.

**Unit Owners’ Discussion:**

1. Regarding the water heater rupture mentioned in the 2nd bullet under Old Business, here are the details:
   1. Water heater ruptured causing basement flooding and damage to finished wall.
   2. While removing wallboard to address the damage, mold was discovered.
   3. Remediation will include both internal cleanup and external mold removal, which will entail removing chimney brick to ensure the extent of the mold is uncovered and addressed.
   4. Duplex Directors are requesting multiple estimates for the remediation work in order to ensure fiscal responsibility in use of Unit Owner monies.
   5. Contractor suggestion was made to not replace all of the brick that is removed, but simply use an alternative, since the brick is covered with siding. This will be investigated in terms of compliance with Walden Woods building and standards requirements.
2. It was noted that there could be a code violation on one of the Scarlet units due to improper flashing installation. We will check with Elite on that.
3. Currently any “rules” regarding Unit Owner responsibilities for protecting against water emergencies are phrased as strong suggestions with no enforcement requirements. We will be checking with the Walden Woods attorney to see if more teeth can be put into these rules. This especially applies to the need to **replace water heaters no more than 10 years after installation**.
4. Because some units have internal shutoff valves for the outside spigots that cannot be located, Directors will have an email sent to all Duplex Unit Owners suggesting that they hire a plumber to install internal shutoff valves where needed. This is a pretty inexpensive project and can help to prevent pipes from freezing in the future.
5. Concerns were raised regarding excessive crabgrass growth. This is due to both the extreme weather early in the season and the tardiness of Butler preparing the sprinkler system for the new watering season. Butler is scheduled to appear at the August 28 Board meeting and concerned Unit Owners are encouraged to attend.

**Meeting adjourned at 8:14 p.m.**