

BOARD OF TRUSTEES MEETING  
ROYAL CREST COUNTRY CLUB CONDOMINIUM  
WEDNESDAY, OCTOBER 10, 2018  
6:30 P.M.

The meeting was called to order by Chairman, Dan Brown, at 6:30 P.M.

In attendance: Trustees, Dan Brown (Chairman), Gerry Walsh (Vice-Chairman), Jeanean Street (Treasurer), Tim Collins (Secretary), Tom Donaghey, Bill McCrave, Ray Ruggieri, Tom Barrile, and Carl Tempesta.

Also in attendance: Kate Kelly, Ken Tracy and approximately 60 unit owners.

Unit Owner Comments/Questions:

An owner from 17AB asked when her building would be having a new entry door installed. The Board advised that the door had been ordered and would be installed sometime in December.

An owner asked when the front of Building 32 would have its siding replaced. The Board advised that it would be done by the end of 2018. At that point, Building 32's siding replacement will be complete.

It was decided to hold unit owner comments/questions until after the construction updates.

Construction Updates:

All planned projects are progressing on schedule.<sup>1</sup> So far in 2018, RC has spent \$198,172 in reserve funds. The current total in the Reserve Fund is \$348,937.

**Siding Replacement:** Building 18 will be completed this week and it will be painted next week. Building 20 has been completed. Due to active leaks, Buildings 21(A2) and 14(D2) will be repaired next. As stated above, Building 32 will be completed by the end of the year. Time permitting, the gable end of Building 19 will be done by the end of the year.

**Exterior Painting:** Buildings 5 and 8 have been painted. Buildings 16, 25, and 27 will be painted by the end of the year.

**Roofs:** Buildings 2 and 17 will have their roofs replaced by approximately the end of November. Buildings 4 and 8 had their foyer roofs replaced due to active leaks.

**Carpets:** Carpets have been replaced in Buildings 8, 9, 11, and 34. Ten buildings have had their carpets cleaned by Stanley Steemer. Tim noted his satisfaction with the cleaning performed by Stanley Steemer. There are still six buildings with original carpets. Three of those carpets will be replaced in 2019, and seven more carpets will be cleaned.

**Entry Doors:** Buildings 15(CD), 17(AB), 18(CD), and 29(AB) will have new entry doors installed by the end of the year.

**Intercoms/Buzzers:** Buildings 14(CD) and 20(AB) have had new intercom systems installed this year.

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<sup>1</sup> For those interested in tracking the project progression and planning, please refer to the Board's previous minutes, beginning with the November 29, 2017 minutes and handout. These can be found on the RC website and hard copies can be provided by the office upon request..

Fire Alarms: Buildings 14 and 16 had to have their fire alarms replaced. Fire alarm replacement will be added to the planned projects list. Replacement cost per building in Parts 2 and 3 is \$6,800. Building 11's fire alarm was damaged as a result of a recent lightning strike. It will be replaced. The cost estimate is \$4,500.

#### Other Matters:

The construction of the new Bocce Court will begin this fall. After a brief discussion it was decided that the Court will be located in the unused green space across from buildings 14 and 16.

The Board noted that a leak has developed in the storage rooms off the exercise room. Ken is looking into options to fill the gaps between the cement patio (off the back of the club house) and the building that are allowing water to penetrate during heavy rains.

#### Unit Owner Comments and Questions:

An owner raised a concern that fire alarms in Part 1 do not sound in the units. Ken explained that the systems were designed that way, but it would be better if they sounded within the units. Ken will research the cost of integrating alarms within units to the buildings' systems.

The issue of comfort dogs was raised again.<sup>2</sup> Dan explained that comfort animals are allowed in private condominium complexes pursuant to the Federal Fair Housing Act (FHA). He explained that the FHA is more protective of such animals than is the Americans with Disabilities Act. The Board confirmed the following rules for owners of comfort animals in RC: 1) proper medical documentation in the form of a Certificate of Reasonable Accommodation must be on file with Kate in the office; 2) animals must be leashed when being walked; 3) animals are not allowed to be tethered outside of units; 4) waste must be immediately picked up and disposed of; 5) proof of proper Town licensure must be on file with Kate in the office; and 6) animals are not allowed to access any area of the golf course or practice areas. Dan also explained that he had consulted with RC Legal Counsel and was advised that the previous rule that owners had to take the most direct route out of RC when walking their animals, was not consistent with the FHA and case law. However, the Board still strongly suggests that comfort animal owners do so, out of respect for other unit owners and in the interest of community relations.

The Board discussed fining comfort animal owners if they do not follow the rules listed above. While the Board can issue fines for violations of rules, it has been generally averse to becoming involved in such actions. However, if failure to follow rules becomes a significant issue – not just for comfort animal owners – but for all owners in regard to RC's rules and regulations, then the Board may have to consider a different approach.

A question was raised about the condition of the Focal Point Wall. Dan and Ray Ruggieri will be evaluating the wall in the near future. We have received cost estimates on replacing the wall as part of our construction project planning. Those estimates range from \$60,000 to \$100,000. Like our other construction projects, that cost has been included in the current Long-Term Repair Replacement Plan.<sup>3</sup>

An owner mentioned that she was unable to hear her intercom buzzer. An amplifier is an option that others have used. Kate will get the information.

The Board thanked Sue Joseph for her work in getting a great deal on a new elliptical machine for the exercise room. Another owner mentioned that the carpet in the exercise room should be replaced.

An owner asked about painting or replacing the flagpole by the pool. The Board is aware of the situation and it

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<sup>2</sup> See the Board minutes from its June 6, 2018 meeting for a previous discussion on the topic.

<sup>3</sup> See the Board minutes and handout from its November 29, 2017 meeting for a comprehensive discussion on the Plan.

will be rectified before the pool opens next year.

#### Landscape Update:

Tom Barrile reported that mums will be planted at the front entrance, giving RC some nice fall colors.

Over the summer, Tom Barrile and Tim Collins accompanied a Brightview representative on a tour of RC. Brightview developed recommendations and plans for each building. Detailed plans were drawn for Building 8, as an example of the potential work. The ideal plan could cost up to \$14,000 per building. That would include removal and replacement of all landscaping around a given building. Tom will continue this evaluation and planning as part of our long-term landscaping needs.

Tom reported that Brightview edged all the sidewalks and completed about \$6k worth of irrigation repairs in RC this year.

RC has many old, overgrown trees on the property. The current plan is to remove about ten trees per year, at a cost of about \$1,000 per tree. This year, Buildings 15, 17, and 19 had trees removed that were either already dead or had been damaged in storms.

Due to snow removal problems, the small wall in the Building 8 parking lot will be removed this year.

A severe lightning strike damaged a large pine tree near the tennis courts. The tree was removed at a cost of \$1000.

A new, one-year contract has been signed with Murphy Landscaping for snow removal. Our three-year contract with Brightview for common area landscaping will be entering its second year.

#### Financial Update:

Financial Reports were available at the meeting. They are also available at [www.royalcrestcc.com](http://www.royalcrestcc.com), in the "Our Association" section. The password is rc2012. You can also pick them up at the office or send a request to Kate by email ([royalcrest.office@verizon.net](mailto:royalcrest.office@verizon.net)).

We are in good standing financially this year. The RC operating budget and reserve fund are both sound and on target for our planned projections.

Tom Donaghey and Jeanean Street are continuing to work together as Jeanean assumes the Treasurer role.

Meeting adjourned at 7:30.

Next Board Meeting: November 14, 2018, at 6:30 P.M.

Respectfully Submitted,



Tim Collins, Secretary