

**HEALEY HOMEOWNERS ASSOCIATION  
BOARD OF DIRECTORS  
January 30, 2017  
7:00 p.m.**

**MINUTES**

**CALL TO ORDER:**

The Board of Directors, Healey Condominium Association met in regular Board session on Monday, January 30, 2027 at 7:00 p.m.

**PRESENT:** Bill Balzer, President  
Catherine Jordan, Treasurer  
Normer Adams, Member-At-Large  
Wendy Darling, Secretary  
Adam Shumaker, Member-At-Large  
Alexandra Coffman, Property Manager and Liaison to the Board  
Steven Winter, Lawyer

**GUESTS:** Four residents.

**MAIN MINUTES**

**OLD ON-GOING BUSINESS**

- **Call to Order & Quorum:** Call to order, calling of quorum. Residents were informed that they could listen to review of ongoing and new business but would be asked to hold questions or concerns until the end, for smooth handling of all issues.
- **Alex:** Quick review finances – operating, cash reserves, etc.
- **Emergency Generator:** A oversight proposal with Dorsey Engineering has been signed to move forward with installation. Dorsey will forward, -3 vendors for the (diesel) generator to HOA for decision. Once the Board decides on bidder install will begin.
- **Common Area Windows** – Bill says there's no update needed, as nothing has changed and right now plans are stymied by fact the loan did not pass at the meeting in December. **Controller Project** – This is underway. Trane is in the building. Needed parts are on order.

- **ERU Controller Project – Jackson inspected and** has returned an estimate on repairs. Turns out 6 of them are “dead.” \$7000 of repairs needed. We will seek additional bids.
- **Status of Capital Contribution and Loan** – A letter needs to go out to community on matter of Capital Contributions -- mailer/ballot. MailChimp? Also, might consider clarifying the status of the loan, as some residents are unclear.
- **Façade Project** – Final report came back from Williamson & Associates.

## NEW BUSINESS

- **Access Fob System** – We have a bid from Convergent to repair current outage: 8 hrs labor, \$1055. We did ask a second company PVR to look, but hasn't got bid back. However, we have a ballpark figure of \$20,000 for new system. Board voted to go forward with the repair from Convergent. Service repair is estimated to be complete in 4-5 days. We will keep residents notified of the status and any changes.
- **New HVAC for Guest Suite** – The guest suite’s HVAC is completely shot. We received bids from Jackson, Reliable and Estes. The Board decided on Reliable.
- **Suggested Vendor List** – John Kaplan would like to see the approved vendor list back on the web site. The list included recommendations for HVAC service, plumbing, handymen, etc. We would publish the list along with recommendations for obtaining proof of insurance, best practices, etc. Bill and Wendy will be working on this list together.
- **Elevator Project** -- Healey’s contract expires in July 2018. We have to give notification of cancellation 90 days in advance. We will be hiring a project manager to manage the project and contractor, as we did with façade work. 3 firms have been contacted so far. Costs of elevator cost will be a 2/3 1/3 split between HOA and Commercial. We have a new weekend emergency plan --2, then3, then freight, then second security, then Vertical comes Monday.
- **New Elevator “Emergency” Plan** – If Elevator Car 2 goes down, we’ll switch to Car 3. If both cars go down, then we switch to relying on the freight elevator. However, once we are using the freight elevator, a second, temp security officer has to be called in, because we can’t have the desk empty half the time. Meanwhile, if any of this happens on a weekend, Vertical is called to come in first time Monday to fix. It may be determined to pay emergency weekend rates to get elevators up and running.
- **Social Committee** –
  - **Committee chair** needed.
  - **Holiday Party date:** Dec. 7. We agreed that will have a Santa.
  - **Phoenix Flies:** Building tour event will take place in March: Tues., Mar. 14, 1-2:30 p.m. and Sat., Mar. 18, 11-12:30 p.m. We will need volunteers.

Wendy will recruit, send out emails, coordinate. Suggestion to incorporate something social as part of the event, particularly on the weekend, such as an after-party catered by Café Lucia, a food discount, etc.

- **Communications Committee –**
  - **Committee chair:** Wendy volunteered to chair, as she has already volunteered for many of the duties already.
  - **Adam** volunteered to assist with communications, including send-out of urgent emails. Alex will be sending him the password.
  - **New email templates:** Wendy has designed new templates that have three distinct “flavors” – building/board announcements, urgent building issues, and social/neighborhood news.
  - **Web Site:** Wendy has received many requests for edits – primarily from Bill and Vas. Lots of updates needed on administrative / documents section and additional photos must be added. In addition, Alex suggested adding insurance docs to web.
- **Sale of 8H (Owner by HOA)** – Alex reports that we will get hit with 15-20% capital gains taxes upon sale. It will likely need some improvements. Suggestion to ask realtors for tips to sell it.
- **Minimum Reserve for FHA** – Discussion of standard guidelines for minimum reserve for FHA certification.
- **Letter on Windows** – Alex and Bill want to send a letter to homeowners in plain language what they can and can't do to their windows, in terms of repairing them. For example, you cannot rip out your sash or whole window and put in a new one. But you can make other repairs. What are the do's / don't? Bill will confirm homeowner window repair/replacement procedure with architect, Easements Atlanta and Atlanta Urban Design Commission to be placed on Healey Condo.org so all homeowners comply with historical requirements
- **Louver Door Project** – This project is underway by Integrated Fire Protection. The main issue has been fixed. Eventually new electronic dampers for the stairwell fans will have to be installed.
- **New Cleaning Service** – Have received positive feedback from homeowners on the new cleaning service. More attention to details, like dusting windowsills, getting the corners on carpet, etc.
- **Leak in Mechanical Room** – Discussion of who exactly is fixing this problem. Ray? Or someone else?

## HOMEOWNER FORUM

- **Vas** – According to Vas, the new cleaning service is using the same old vacuum cleaner the older service was. She says we need to buy a new one.  
[Subsequently we learned that was not the case, service is using new vacuums.]
- **Vickie Chung** – Served Board with letter/document on violation of condo declarations & bylaws. Lawyer Winter will be reviewing it.
- **John** – On Jan. 19th. there was shooting just across the street. The APD caught someone. The argument had started inside. Arrests were soon made. How do we as a Board share info about crime with residents? How do we proactive about this? Are we whistleblowers? Suggestion after discussion: Distribute news report after it happens, like an FYI. Maybe not send out same day, but after a couple days when information was in, send out news with link to news report as acknowledgement it happened and so that residents have some resolution.

## EXECUTIVE SESSION

- **Adam S.** – Cigarette smoke issue
- **Vickie C.** - Homeowner letter
- **Liens** – We are going to move forward on the liens we are pursuing.

## ADJOURNMENT

The HOA Board meeting adjourned at 8:30 pm.

Respectfully submitted,

Bill Balzer, President