



**The Cliffs Association Forty-Third Annual Meeting  
Wednesday June 20, 2018 7:00 p.m. to 8:25 p.m.  
Ledgewood Clubhouse  
Attending: 13 Unit Owners Proxies: 11 unit owners**

**1. Materials Distributed at the Meeting**

- A. Fiscal year 2017-2018 Unaudited Statement of Operations**
- B. The Cliffs Association 2018-2019 Provisional Budget**
- C. Report on Chimneys, Retaining walls, sidewalks**
- D. Report on Snow Removal, Pest Control, Roofs and Gutters**
- E. Folder from Foth & Foth Law Firm who presented.**

**2. Call To Order**

- A. The meeting was called to order by Ray Sposet, Vice President of the Board of Managers at 7:00 p.m.**
- B. Foth & Foth Law Firm was introduced to speak to membership about their services. The association needs to hire new legal representation and this was one we are considering. Arthur Foth spoke for 15 minutes**
- C. The Board of Managers members introduced themselves**
  - Ray Sposet – Vice President who is resigning board**
  - Joann Rudo – Treasurer who is resigning from board after 27 years**
  - Jim Kenzig – Secretary up for re-election for 3 year term**
  - Richard Meszaros – Sidewalks up for re-election for 3 year term**
  - Bonnie Mott – Landscaping, replaced Fay Celest up for election 1 year**
  - Jeff Urban – Up for election as Treasurer 1 year**

**3. Minutes**

**Reading of the minutes of the June 21, 2017 meeting were dispensed with since they were sent to all members following the meeting. All in favor.**

9. New Business

- A. Ray Sposet stated that units will need to be painted in next few years and that an assessment will be necessary. Beginning summer of 2019 boards will be repaired and necessary caulking will be done to repair for painting. Every effort will be made in the budget to help offset and subsidize the cost to unit owners. Painting to be done beginning spring 2020.
- B. Ray Sposet asked for additional participation to board. Jim Vida volunteered.
- C. Ray Sposet thanked and presented Joann Rudo with a Certificate of Appreciation called the “Flying High Above The Cliffs Award” for all of the many years of service to the Board of managers. Certificates will also be presented to Jean Thom and Fay Celeste.
- D. The board will expeditiously choose a new attorney for the association to replace Anthony Amato.

10. Election of Officers

A motion was made and seconded to elect the following to the Board of managers:

3 Year Term: Jim Kenzig, Richard Meszaros

1 Year Term: Jeffrey Urban, Bonnie Mott, Jim Vida

Charlene Plavan has one year remaining

Motion to adjourn meeting at 8:25 p.m 1<sup>st</sup> Joann Rudo 2<sup>nd</sup> Rich Meszaros

Respectfully Submitted,

*James A Kenzig*

James Kenzig

Secretary

**THE CLIFFS ASSOCIATION**  
**UNAUDITED STATEMENT OF OPERATIONS**  
**FISCAL YEAR ENDING MAY 31, 2018**

**INCOME STATEMENT**

<b>INCOME:</b>	<b>5/31/17</b>	<b>5/31/18</b>
Maintenance Fees/Late Fees	\$73,157.60	77,345.50
Roofing Fees	30,698.00	.00
Ledgewood Credit		600.00
Interest Earned - PNC	<u>36.37</u>	<u>37.88</u>
<b>TOTAL</b>	<b>\$103,891.97</b>	<b>\$77,983.38</b>
<b>EXPENSES:</b>		
Roof Replacement	\$22,448.00	8,250.00
Landscape Maintenance/ Common Ground Repairs	25,781.45	22,073.49
Unit Repairs	8,031.61	6,645.67
Snow Plowing	7,088.38	6,259.68
Insurance	12,842.52	13,217.00
Sidewalk Replacement	2,978.00	3,974.00
Postage/Paper/Supplies	345.56	176.00
Legal Fees	.00	.00
Miscellaneous Expenses	429.97	2,224.26
Wall Replacement/Repairs	10,602.00	12,796.79
Pest Control	1,224.72	1,084.32
Gutter Cleaning	<u>2,640.00</u>	<u>2,640.00</u>
<b>TOTAL:</b>	<b>\$94,410.21</b>	<b>\$79,341.21</b>
<b>Excess Income Over Spending</b>	<b>+9,481.76</b>	<b>+1,357.83</b>

**BALANCE SHEET**

<b>ASSETS:</b>		
PNC (Certificate of Deposit)	\$41,009.51	45,047.39
PNC Regular Checking	3,980.95	8,134.97
PNC Roofing Checking	<u>8,250.00</u>	<u>.00</u>
<b>TOTAL CASH</b>	<b>\$53,240.46</b>	<b>53,182.36</b>
Accounts Receivable	<u>17,566.94</u>	<u>15,709.94</u>
<b>TOTAL ASSETS:</b>	<b>\$70,807.40</b>	<b>\$68,892.30</b>
<b>Uncollectible Funds</b>	<b>5,025.00</b>	<b>.00</b>
<b><u>ASSOCIATION EQUITY:</u></b>	<b><u>\$65,782.40</u></b>	<b><u>\$68,892.30</u></b>

# **The Cliffs Condominium Association**

## **June, 2017 - June, 2018 Audit**

The audit is a snapshot in time of the revenue and expenditures for a twelve month period from June of 2017 to June of 2018. All checks, bank statements and receipts were in order.

- 1. All monthly bank statements were checked, totaled, and certified correct.**
- 2. All checks were accounted for and totaled.**
- 3. Checking account balance as of audit \$8,134.97**
- 4. Reserve funds CD as of audit \$45,047.39**
- 5. Annual anticipated revenue from maintenance fees \$77,744.00**
- 6. Actual annual revenue \$77,983.38**
- 7. Total maintenance fees due from units not current \$6,418.96**
- 8. Legal fees due Association \$8,806.94**
- 9. Interest on reserve fund CD \$37.88**
- 10. Anticipated budget expenses for 6/17 to 6/18 equals \$70,040.00**
- 11. Actual expenses for 6/17 to 6/18 equals \$79,572.16**

**Audit Committee met on June 18, 2018**

**THE CLIFFS ASSOCIATION**

**PROVISIONAL BUDGET 2018-2019**

**(6/1/18 - 6/11/19)**

**INCOME:**

**\$77,744.00**

**EXPENSES PROJECTED:**

Insurance	\$ 14,000.00	
Snow Removal	6,300.00	
Landscape/Maintenance/Common Ground Repairs	18,500.00	
Trees	6,140.00	
Pest Control	1,100.00	
Wall Replacement/Repairs	11,760.00	
Unit Repairs	5,900.00	
Sidewalk Replacement	1,500.00	
Administration (legal/tax, Building, etc.)	2,200.00	
Gutter Cleaning	<u>2,640.00</u>	
		<b><u>\$70,040.00</u></b>

**RESERVE FUNDING:**

**7,704.00**

**CURRENT ASSETS:**

Cash Balance	\$ 53,182.36	
Accounts Receivable	<u>15,709.94</u>	
<b>TOTAL</b>	<b>\$ 68,892.30</b>	

## Cliffs Association Year Ending 5/31/2018

**Brick/Stone Chimneys** – Masonry repairs were made to 5 units this past year:

18141 Trailside  
17817 Cliffside  
17873 Cliffside  
17891 Cliffside  
18000 Cliffside  
TOTAL COST \$2,150.

All scheduled chimney repairs are now complete.

**Retaining Walls** – at various locations

Repairs were made last year to walls or areas:

18023 Cliffside  
18035 Cliffside  
18101 Cliffside  
18111 Cliffside  
18133 Cliffside  
TOTAL COST \$12,797

We have already identified walls and areas that are scheduled for repair during 2018/19. Our development is 45-years old and requires ongoing maintenance. We take a proactive approach in keeping the walls in good condition. Our budget is the major constraint.

**Sidewalks** – We had sidewalk replacement at 4 units/areas along with new concrete in common areas:

18153 Trailside  
18167 Trailside  
18175 Trailside  
17925 Cliffside  
Trailside/Cliffside (corner)  
Fallingwater Rd (standard walk)  
Unit total - \$2,874.  
Common area - 1,100.  
TOTAL COST \$3,974.

We are watching sidewalk areas that will need repair. Repairs will be made when money is available.

Submitted by Rich Meszaros

## **SNOW REMOVAL**

During the winter of 2016/2017 we had very little snow, but the company we hired to remove the snow did not do a very good job. Plowed snow was left at the curb or in the street. This past winter we went back to **#1 Landscaping**. This is the company we had used during the snowy winters a few years ago. Once again this year they did a great job. They got the driveways cleared, got the snow out of the street and got sidewalks shoveled in a timely manner.

## **PEST CONTROL**

Once again this year we had **Personal Pest Control** spray around all units. For most of the units this is enough to keep the bugs away. This is a service the Association provides. If during the summer a unit or units have additional bug problems we do not have the budget to pay for a second treatment. However, we have worked with **Personal Pest Control** to come up with a pricing structure that might be appealing to unit owners who require additional services. Such services would be at the unit owner's expense. If two or more units go together for a treatment the cost goes down. Unit owners can list a need on the website and if more than one unit needs the service they can take advantage of the reduced price.

## **ROOFS AND GUTTERS**

The roofing project that began in 2012 has now resulted in 43 of the 46 units having their roofs replaced. We urge the three units who have not had their roofs replaced to do so as soon as possible. The Association will not be responsible for any repairs that results from not having a new roof installed. Damage caused by a poor roof or clogged gutters will be the unit owner's responsibility. Once again this November we will have **Priority Roofing** blow all roofs clear of leaves and debris and then clear gutters and downspouts.

Submitted by Ray Sposet