Waterside Condos – Property Management & Board Meeting Minutes

Date: October 21st, 2026
Location / Format: Zoom

---

1. Facility Maintenance & Winterization Updates

- **Exterior Lighting:** Lindsay reported that exterior emergency light fixtures were replaced using in-stock items at a favorable price, and additional exterior light bulbs were updated.
- **Winterization:** Steve confirmed the sprinkler system was blown out the previous week. Lindsay noted the property is fully winterized, with the hot tub covered and the grass still green.
- **Gutters & French Drains:** Gutter installation is currently focused on Building 4 and moving toward Building 3. Due to ground conditions and digging requirements, French drain installations (including work under Building 2) are postponed until spring.
- **Roofing & Leaks:** Lindsay noted 6–7 roofing holes require repair, and Kevin is scheduled to open a ceiling in Building 4 to investigate a leak and address a drain issue between buildings using a lift (weather permitting).
- **General Upkeep:** Steve mentioned an ongoing woodpecker issue. Michelle commended Ian for his thorough and efficient maintenance work on Building 2.

2. Building 4 Property Damage & Repairs

- **Porch Gutter Reconfiguration:** Steve is managing on-site repairs in Building 4, including reconfiguring gutters on a porch area.
- **Vehicle Corner Damage:** A third-party FedEx driver accidentally struck a corner of Building 4. Rather than making immediate temporary repairs, the board agreed to obtain a repair bid to collect payment from the driver/carrier and hold the funds until spring.
- **Permanent Protection:** Because these corners are frequently hit, the board will evaluate permanent solutions at the next meeting, such as corner reconfiguration, curbs, or concrete ballasts.

3. Building 2 Engineering Assessment & Water Mitigation

- **Assessment Findings:** Michelle shared preliminary updates from Jakola Engineering. The building's settling issues represent serviceability and maintenance concerns rather than imminent structural failure.
- **Monitoring & Drainage:** Jakola Engineering will continue monitoring via geotechnical analysis and soffit inspections at specific units. The assessment identified poor roofline drainage and water pooling near foundations as primary issues.
- **Spring Mitigation Plan:** The team plans to remove ponding water, complete gutter installations, and re-grade soil around buildings to direct water away from foundations. Steve noted some sidewalks may complicate grading. Multiple bids will be gathered for the dirt and rock work.

4. Dock Reconstruction & Safety Planning

- **Financials & Budget:** Chris reported $440,000 in reserves, with roughly $400,000 available for the dock project ($66,000 already booked for next year). HOA reserves cover 15% of the project, while current reconstruction bids range from **$300,000 to $480,000**.
- **Cost Allocation:** Evan Ilias asked how slip owners would be protected from double taxation regarding the 15% reserve contribution. Western clarified that all owners contribute equally to general reserves, while specific dock bills are fractioned based on slip ownership.
- **Timeline & Committee:** Lindsay proposed forming a dock committee in the spring to conduct site visits and manage bids, targeting construction for **Winter 2027**. Chris suggested sending a letter to owners so they can set aside funds.
- **External Factors:** Jerry noted that Discovery's lawsuit to extend their dock could affect Waterside's dock plans and suggested keeping potential impacts in mind.
- **Immediate Safety Hazard:** Steve flagged a sinking, soft corner on the south side of the dock near the park, as well as a corner with heavy algae growth. The team agreed to block off the area with a chain for the winter to prevent injuries and keep children on motorized vehicles away.

5. Fire Systems, Waste Management & Owner Inquiries

- **Fire Panels & Suppression:** Western asked Steve to photograph and retrieve fault codes from the fire panels in Buildings 1 and 4. Western will also follow up with Jason regarding the status and billing of final fire suppression work.

- **Signage & Inspections:** Elevator inspection certificates were reviewed. Steve will look in the maintenance shed for a missing Building 3 elevator sign (*"In event of fire, do not use elevator"*) so Western can reinstall it.
- **Trash & Recycling:** Owners raised concerns about waste disposal and pickup schedules. Western will follow up with the waste provider regarding once-a-week pickup billing, request replacements for cracked bins, and remind owners to flatten cardboard or use the nearby recycling facility.
- **Property Taxes:** Attendees briefly noted recent local tax adjustments, observing slight decreases for primary residences alongside significant increases for second homes.
