

No 25 Downing

Executive Board Minutes

February 20, 2018

Board Members in Attendance: Tina Crew, Carol Rathe, Kathleen Duggan, Ted Stolberg

The meeting was called to order at 5:45 p.m.

Homeowner forum: There were no homeowners present.

General business:

The minutes from the October 17 board meeting were reviewed and approved.

The January 31, 2018 financial reports were reviewed

The email decision to order new mailboxes for Building 1 was ratified.

Unfinished business:

The three new resolutions have been signed and sent to the attorney to be recorded.

The reserve study is not yet complete.

New business:

Three elevator door operators need to be replaced in the elevators at a cost of approximately \$58,000. The board approved starting the process of ordering parts; Gregg will ask if they can be installed later. This is to be a reserve expense.

The new mailboxes for Building 1 are to be installed soon.

Pella corporate is now involved in the warranty claim. Gregg is working on getting a decision in writing.

The new elevator rugs will be delivered and installed soon.

The board approved the firing of Braconier and the hiring of Rogers and Sons for HVAC maintenance and repair.

The board discussed construction and deliveries. Gregg is to draft a letter to the homeowners reminding them of the rules regarding both.

The board discussed package delivery. There is not space to install package lockers; for now, packages will continue to be left in the Loggia.

Check signing

The meeting was adjourned at 6:45 p.m.