

No 25 Downing Condominium Association Inc.

Board of Directors Meeting Minutes

March 27, 2025

The meeting was conducted via zoom (video conferencing)

Call to Order - A quorum was established and the meeting was called to order at 5:02 pm. The Board members in attendance were Buck Steed, Richard Berkman, Ted Stolberg, Joanna Hedden and Fred DeFilippo. Representing East West Urban Management were Brandon Fries, Jodi Fitzpatrick, Aaron Keup and Kathy Andersen, Minute Taker.

YoLink System Installation Update - S & S Construction has begun installation in Building #1 and will transition to Building #2 in the near future with completion planned for the end of April. Once completed, in-person and/or zoom training will take place. The training will be recorded and saved for future use.

March 13th Water Leak – Unfortunately, S&S ran into an issue with a plumbing line in the 13th floor penthouse that caused water to leak down into lower units. S & S accepted liability and filed a claim with their Liberty Mutual insurance carrier for mitigation and restoration costs in all affected units. The Association's insurance carrier was notified but no claim was filed.

Insurance Status - Fred DeFilippo noted that Liberty Mutual was expediting the S&S claim. A filed adjuster came out today to examine and take photos of the damages in all affected units. He indicated his report would be submitted to the desk adjuster in 7 to 10 days.

Officer Election - The Board officers have expressed interest in remaining in their current position for calendar 2025. With no other interest being shown, the following motion was made:

MOTION

A motion was made for the Board to re-elect Buck Steed as President, Fred Defilippo as Vice President; Richard Berkman as Secretary and Ted Stolberg as Treasurer for 2025.

Motion by: Fred DeFilippo

Seconded by: Richard Berkman

Approved by: Unanimous

Covenant Enforcement Policy – Revised covenant enforcement policies drafted by our attorney were discussed. The revised policies reflect changes mandated by new legislation.

MOTION

A motion was made for the Board to approve the revised covenant enforcement policies.

Motion by: Fred DeFilippo

Seconded by: Joanna Hedden

Approved by: Unanimous

East/West Management Report - Brandon reported on the following;

- Security - Looking at ways to improve garage security. Potentially adding additional signage, adding a gate arm, and reducing the amount of time the garage door is open.
- Lease Permits - In late 2024 a Lease Permit Policy was adopted therefore in January 2025 lease permits were issued to owners who have tenants. A reminder was given that lease permits are available of which currently 14 permits are taken. If you would like a permit please contact Jodi Fitzgerald, .
- Building Management Software - The Board has been presented with an estimate to transition the current website and documents to Building Link. Building Link is used at other East West Urban Management properties as it provides safe storage of all association documents, including governing documents, financial statements, minutes and agendas etc. It also has a community calendar and an option for residents to submit maintenance requests to the onsite management team. The Onsite Manager also has the ability to send out mass communications/announcements via email or text.
- Xcel Energy Rebate - A rebate in the amount of \$6,000 was received after the installation new , more energy efficient boilers in Building #1.
- Windows - Concern had been expressed about a substance on the windows. Familia Windows was consulted and it believed that the perimeter window seal and or grills may have minor leaking issues. It is not believed that it impacts the efficiency of the window, especially in the case of the grilles but is not currently a structural or safety issue. Further updates will be provided.
- Elevator Programming - Elevator Technicians is working on better programming to make the elevators more efficient for residential use. For Building #1, they will be changing the landing spot to the 6th floor where by the elevator return will be in the middle of the building closer to anyone who may be calling from the garage, ground floor or any residential floor. Building #2 will not see any changes as it only has six (6) floors. Additionally regular scheduled maintenance will be coordinated and Jodi or Aaron will notify residents of the planned maintenance and inspection dates.
- Building Automation System (BAS) - It was discovered that the current system was not working in the manner it was intended therefore multiple bids have been obtained to update the system. Haynes provided the best proposal and the association contracted with them. Work will begin shortly.

HOA Financial Statements - Ted provided a review of the financials for the month and YTD ending February 2025. He discussed variances to budget. Ted also discussed a schedule of actual reserve expenditures from 2022 through 2024 and budgeted expenditures for 2025.

MOTION

A motion was made for the Board to accept the February 2025 financials as presented.

Motion by: Ted Stolberg

Seconded by: Fred DeFilippo

Approved by: Unanimous

Interfund Payable/ Receivable – In the February balance sheet, \$16.8K is due to the reserve fund from the operating fund for outstanding 2023 reserve contributions. At this time, there is no reason to believe this amount will be paid. Therefore, the following motion was made:

MOTION

A motion was made for the Board to forgive the amount of \$16.8K due to the reserves from the operating account.

Motion by: Ted Stolberg

Seconded by: Richard Berkman

Approved by: Unanimous

Capital Projects:

- Stucco Repairs - Vamp Stucco is scheduled for April 12th to do repairs to the front walls of both buildings This will include the decorative walls near the courtyard entry gate.
- Upper floor hallways - A decision was made on the style of carpet. Installation will be a fall/winter project after the walls are painted.
- Balcony & patio painting - Empire Works has been contracted to complete the balcony railing and patio coating. Empire is working with a Sherwin Williams representative on a color that will be consistent with the black that is already there but it may be a shade or two lighter. Weather depending, the project is expected to begin in May and be completed prior to hallway painting and carpet installation.
- Gym equipment - The 2025 Reserve Study calls for updating and modernizing the fitness equipment, including the TV, therefore in the near future bids will be obtained and updates will be sent as they become available.

Homeowner Forum

- Homeowners were reminded to make sure there is adequate replacement coverage in their HO6 insurance policies. It was asked if credit would be received in policy premiums for the YoLink water leak protection system. It was determined that a certificate would be needed to provide to the carriers.
- Phyllis stated there is a walkway trip hazard at the entrance to the building. Buck indicated the hazard would be repaired.
- Garage door - Sylvester is the new service provider.

Adjournment

With no further business to discuss the meeting was adjourned at 6:05 pm.

Next BOD Meeting: June 25th, 5:00 pm