

No 25 Downing Condominium Association Inc.

Board of Directors Meeting Minutes

March 25, 2026

This meeting was conducted via Zoom (video conferencing) and recorded for the benefit of the minute taker.

Call to Order

A quorum was established and the meeting was called to order at 5:35pm. The Board members in attendance were Buck Steed, Richard Berkman, Ted Stolberg, Fred DeFilippo and Charles Loughhead. Representing East West Urban Management were Brandon Fries, Jodi Fitzpatrick, Dan Duran and Kathy Andersen, minute taker. There were 22 meeting participants including 5 board members, 4 East West representatives, 12 owners and 1 guest invited by Jay Shoffner (Martin Berliner).

Consent Agenda

The minutes from the September 24, 2025 Board meeting were presented for review and approval.

Motion

A motion was made to accept the September 24, 2025 minutes as presented.

Motion by: Fred DeFilippo

Seconded by: Richard Berkman

Approved by: Unanimous

2026-2027 Insurance Coverage - Fred provided a summary of the insurance renewal and stated that across the board there has been a 23/29% premium increase in Colorado due to hail and fire claims. Chubb, our current carrier, will no longer be providing commercial insurance in 2027/2028 and therefore the Board will be looking at competitive proposals for the future. This will put the association in the bracket of the new insureds which means premiums are likely to be higher. The good news is the association has had minimal claims, installed the water leak protection system. These factors, along with the quality of the management company, will help minimize the increase.

Smoke Free Building - A survey was taken resulting in 45 owners responding with 75% of those in favor of a smoke free building (i.e. 33 owners). Smoke free would apply to all areas of the building including unit interiors. It will take 2/3 of the 73 owners to amend the governing documents (i.e. 49 owners). The Board unanimously agreed to move forward with obtaining a formal vote from the owners on amending the declaration.

YoLink Performance - Jodi reported that the system has been in place for a year now with around a dozen leaks that were detected by the YoLink system therefore preventing potential large more damaging leaks to the building.

Fitness Center - Fred stated that the center is consistently being used and thought the usage is about 50% of the owners. A YouTube TV has been added for viewing while working out. The next thing to finish up the process is to evaluate the ventilation system.

Elevator Maintenance Control Program (MCP)- This is a program which will maintain the record keeping, staying within the lines of current conveyances, providing documentation review, inspection and testing, onsite auditing with a working log as well as retain records for state and DFD compliance. Importantly, it should also reduce the risk of elevator failure.

East/West Management Report

Brandon - Fire panels were inspected and there is a possible need for replacement, bids are being secured.

Jodi - Hallway carpet for both buildings was completed on time and under budget. Work will begin on the courtyard paver with pathways to both building and the front gate available.

Dan - It was reported that a sensor in the garage was out of order and it was determined that all sensors needed replacing (believed they were 25 years old). The BAS (Building Automation System) - Dan now has remote access and will be notified if any alarms are activated. This is available for both buildings and currently he is looking into further expansion with more updates to follow. Dan also reported that the fountain is scheduled to be started up May 4th.

February Financials - Ted reported on the month end financials for February 2026 stating the association is ahead of budget and contributions to reserve are as planned. Working capital is in a very good position and will continue to improve. Financials are in great shape.

Motion

A motion was made to approve the February financials as presented.

Motion by: Charles Loughhead Seconded by: Richard Berkman

Approved by: Unanimous

Pending Projects

- Courtyard Flagstones - Work to begin April 6th, pathways to the front gate and building entrances will be available.
- Entry Tile - samples are in the office, same as courtyard and entry ways of both buildings
- Front Hedges - They are on the 2026 calendar to be replaced
- Spring Flowers - SLC the current landscape company will be taking care of the flowers again this year with plantings scheduled for May.

Spring/Summer Maintenance Schedule

- Annual YoLink Inspection by Dan
- Enzyme to be added to Heat Pumps by King Mechanical in June
- HVAC filter change in June - King Mechanical
- Garage Cleaning in June
- Garage Line jetting on schedule
- Garage Power washing also on schedule
- Smoke Alarm Inspection
- Life/Safety by PyeBarker
- DFD inspections in June

Buck thanked the East/West Management staff for creating a positive, safe and attractive environment.

Homeowner Forum

Patio Decking - The contractor has been made aware of the issues and weather permitting will be back out to handle repairs. Also this work is under warranty.

Adjournment

With no further business to discuss the meeting was adjourned at 6:30pm.

Next BOD Meeting: June 24th, 5:30pm