

No 25 Downing Condominium Association Inc.

Board of Directors Meeting Minutes

May 16, 2022

This meeting was conducted via Zoom (video conferencing)

Call to order

Quorum was established and the meeting was called to order by Pierre at 5:07pm. The Board members in attendance were Pierre Olney, Buck Steed, Ted Stolberg and Kathleen Duggan. Kathy Andersen, Minute Taker was also in attendance.

Attendees were informed that Kathleen will be handling the chat room so feel free to ask questions there.

Consent Agenda

April 25, 2022, Minutes

MOTION

A motion was made to approve the consent agenda.

Motion by: Buck Steed Seconded by: Ted Stolberg

Approved by: Unanimous

Change in HOA Property Management -

Pierre opened the meeting by thanking Kathy Andersen for her availability during transition. Selection of East West Urban Management – Pierre provided an overview of the process that the Board took in selecting a management company. The process consisted of interviewing individuals to continue as self-managed and well as different size management companies. After completing interviews and reference checking it was decided that East West Management would be the best fit. r

Introduction of East West Team -

Jordan Kincaid, Managing Director for East/West introduced the team that will be handling No 25 Downing. Carrie Gould, Comptroller, Brandon Fries, portfolio manager, Jodi Fitzgerald, concierge, along with a building engineer.

Management Agreement – Terms and Conditions

Jordan stated that she is expecting a smooth transition with an official start date of June 1st. Jordan highlighted that homeowner will be receiving a Welcome Letter, which outlines some of the benefits that they will be experiencing such as the ability to view their account in real time, and a division that will handle homeowner work orders.

Cost Impact –

This change in management is within budget, at a lower cost with the intention for less outsourcing.

Ratification of Board Decisions Made Outside of A Meeting

A decision was made to sign a contract with Lifescape Colorado.

MOTION

A motion was made to approve the decision outside of a meeting to secure a contract with Lifescape Colorado or landscape needs.

Motion by: Buck Steet

Seconded by: Ted Stolberg

Approved by: Unanimous

Pierre discussed that a short term and long-term goal has been initiated with focus on the courtyard beds around the fountain and the entrance to the courtyard. In addition, some of the concrete furniture will be removed as it is cracked and hazardous. Thank you to Patrick McNulty for his help and advice.

Security Project Update

The database is currently being set up by Kathy with the plan to issue 1 fob per homeowner as well as windshield stickers for each parking space.

Motion

A motion was made to approve the East/West contract pending final legal approval.

Motion by: Buck Steed

Seconded by: Kathleen Duggan

Approved by: Unanimous

Adjournment

With no further business to discuss the meeting was adjourned at 5:45pm

Everyone is invited to a wine and cheese event in the Loggia to meet the new management team.