

No 25 Downing Condominium Association Inc.

Board of Directors Meeting Minutes

May 23, 2024

This meeting was conducted via Zoom (video conferencing)

Call to Order

Quorum was established and the meeting was called to order at 5:00pm. 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, Joe Derybowski and Kathy Andersen, Minute Taker.

Minutes

The minutes for the BOD meeting on February 28th, 2024 were presented for approval.

MOTION

A motion was made to approve the February 28, 2024 BOD meeting minutes as presented.

Motion by: Richard Berkman

Seconded by: Fred DeFilippo

Approved by: Unanimous

Water Leak Update – Update and discussion took place regarding recent water leaks. Explanation was given as to how the YoLink leak protection system will work. It will be tested in Buck’s unit and installed in all other units in August/September. It was determined that a water leak protection policy was needed. Buck Steed discussed Owner responsibilities under the policy, which include turning off the main water lines in their units before going away for more than 72 hours. HOA counsel has reviewed the policy.

MOTION

A motion was made to adopt the Water Leak Prevention policy as presented.

Motion by: Richard Berkman

Seconded by: Fred DeFilippo

Approved by: Unanimous

S & S Construction - The estimate in the amount of \$183,216.56 to install the YoLink leak protection system in all 73 units was presented for review and approval. The average cost per unit is approximately \$2,600.

MOTION

A motion was made to accept the S & S Construction proposal as presented.

Motion by: Richard Berkman

Seconded by: Fred DeFilippo

Approved by: Unanimous

Unit Alteration Policy - The unit alternation policy was discussed and presented for review and adoption.

MOTION

A motion was made to adopt the Unit Alteration Policy as presented.

Motion by: Buck Steed

Seconded by: Joanna Hedden

Approved by: Unanimous

Lease Permit Procedures - Discussion took place. Upon request by John Benitez, approval of these procedures was tabled for further review.

East/West Management Report -

- Announcement of Joe's resignation
- **Energy Star** (Energize Denver) ECSE was hired to report energy usage and it was reported that the building is in compliance.
- **Residential Hallway Update** - carpeting has been installed in both buildings, also both first floor hallways have been painted. Art will be installed in the near future and tables will be ordered for the elevators.
- **Doors** (Building 1 & 2) Building 1's lighter weight door has been installed.
- **Life Safety Update** - Annual inspection will take place in August. Exact dates will be provided in July and owners will be notified by email.
- **In-Unit Maintenance** - King Mechanical will be onsite in June to inspect HVAC units and change filters. This is annual preventative maintenance completed by the association.
- **Roof Maintenance** - Preventative maintenance was completed in April
- **Courtyard Fountain** - Fountain was returned to service this week however it was discovered there is an issue with the pump therefore a service technician has been called to address the issue.
- **Generator Maintenance** - Inspection has been completed and passed all tests. Both units were refilled.
- **Building #1 Domestic Hot Water Boilers** - New boilers have been ordered and delivered and pre-work has been completed. Phase one will take place June 3-5. Updates will be sent as they become available.
- **Move-In and Move-Out** - Not permitted on weekends. There is a deposit of \$500 required with \$400 being refunded at the completion of the move. \$100 goes toward the moving fee.
- **Friendly Reminders** - Items should not be stored in parking space, hallways, or stairwells. DFD is expected to inspect the property in the Spring and these areas need to be cleared of obstruction. Also please park in your designated parking spot. Guest spots are reserved for guests.
- **Vendor** - Vendors should not leave materials onsite and are responsible for all the items they use.

Audit 2023 - The auditor gave an unqualified opinion on the financial statements. A net operating deficit of \$10,000 was incurred for calendar 2023. There were a few minor audit entries.

MOTION

A motion made to accept the audit results as presented.

Motion by: Richard Berkman Seconded by: Fred DeFilippo

Approved by: Unanimous

Elevator Update - Main issues have been corrected. It has been requested that an Elevator Consultant provide a written second opinion.

Current Capital Projects

- Parking lot concrete repair/replacement
- Lobby redecoration
- Building One Hot Water Boilers

Homeowner Forum

A question was raised about security in the garage and it was reported that there have been no problems.

John Benitez thanks the Board & Management Team

Thank you to Joe Derybowski

Adjournment

With no further business to discuss the meeting was adjourned at 6:37pm.