

No 25 Downing Condominium Association Inc.

Board of Directors Meeting Minutes

June 25, 2025

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 5:30 PM. The Board members in attendance were Buck Steed, Richard Berkman, Ted Stolberg, and Fred DeFilippo. Representing East West Urban Management were Brandon Fries, Jodi Fitzpatrick and Kathy Andersen, minute taker (remotely).

As a reminder, Buck mentioned that Board meetings are being held on a quarterly basis starting this year.

March Board Meeting Minutes – There were no questions or comments on the March meeting minutes.

MOTION

A motion was made to approve the March 27th, 2025 Board Meeting Minutes, as presented.

Motion by: Ted Stolberg

Seconded by: Richard Berkman

Approved by: Unanimous

YoLink System Installation Update - Jodi reported that Sam Hines has been in all the units with a couple items to touch up and finish possibly by Friday or early next week. Final payment will not be issued until all work is completed. It was also stated that all owners have been given a YoLink Certificate of Installation to share with their insurance carriers for a possible premium discount.

Balcony Painting - Jodi stated that due to the inclement weather this project has been difficult to get scheduled. Building Two (2) railings on the east side are scheduled to be power washed Friday and it will depend on drying times as to how/when to move forward. Fred inquired about the light fixtures and Jodi responded that she is working with a vendor to repair/replace them.

Upper Hallway Painting and Carpet Project - Buck informed everyone that Rudy, who has done good work for the association in the past, will be doing the painting. It takes approximately 2 weeks per floor and his expected completion date is Christmas. Once painting is completed, the new carpet will be installed.

Owner Insurance - Fred reported that the insurance for the association has been renewed and that the association's agent wanted to remind all owners to update their policy to include Loss Assessment coverage. It's usually listed as an option, but he feels all homeowners should take advantage of the coverage. Buck also reminded that earlier it was stated that the YoLink Certification of Installation is available to be given to your agent. A couple homeowners

mentioned that they received a discount and or a change in premium after providing the information.

Fitness Center Project - Fred has been looking into updating the Fitness Center. It was determined that the equipment is original to the building therefore it is twenty (20) years old. Before moving forward, a survey of the homeowners was conducted to determine the usage of the fitness center. The results showed that 50% of the homeowners responded to the survey and of that 50%, 71% use the Fitness Center and would like to see it updated, therefore steps are being taken to evaluate the type of equipment that will best utilize the space.

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

- Building Automation System (BAS) - installed
- Waste Removal - Current contract expires in March 2026 and proposals are being secured for a new company for the Board to review.
- Compost - Is required by the City of Denver. Management is currently obtaining bids and looking at an expected cost of \$150 per month. Service will be offered soon.
- Courtyard Flagstone - Meeting has taken place with vendors to quote short-term and long-term repairs to the courtyard pavers. Short term will take place as soon as possible and long term which include leveling the courtyard and replacing pavers will take place 2026.
- Stucco Repairs - Bids will be available in the next thirty (30) days for stucco repairs to both buildings with the work to be completed in 2026. Proposals were also obtained to get the deficiencies from the woodpeckers taken care of.
- Denver Fire Department (DFD) - The annual inspection was completed June 24th with no items from last year in the report but a few minor items to address.
 - A fire extinguisher needs to be added in the grill area
 - The five (5) year test will be due in 2026.
 - Only 1 pound propane tanks are allowed on the balconies
 - Extension cords are not permitted to be used with vehicle chargers
 - A monthly pump churn is required by a 3rd party company. Integrity Fire quoted this at \$2,000 for the year.
- Integrity Fire - The annual fire safety inspection will be taking place in July. This inspection includes interior units (sprinkler heads, alarms, sensors. Also, exterior fire panels, strobes, horns and pumps.
- Emergency Batteries – New batteries for the Open Path building access system have been installed which should last 6 hours versus 30 minutes with the existing batteries. Management is obtaining a quote to tie this system into the generator.
- Emergency Action Plan - This is also something that the DFD requires, therefore management coordinated the creation of the No 25 Downing EAP. This information is stored in the FCC Room in building #1. This book contains required inspection reports and permits along with the unit owners who need special assistance during an emergency evaluation.

Financials - Buck provided a review of the May financials. He noted there was a \$7.5K YTD positive net operating income variance. However, this variance does not reflect a June \$15K invoice HVAC preventative maintenance that was budgeted in April. He projected there will be a \$8K to \$12K

YTD negative net operating variance in June which will include this expense. Brandon was asked to look for expense savings in the rest of 2025 to ensure a breakeven bottom line for the full year in line with the approved 2025 budget. Buck also noted that budgeted reserve contributions have been made every month so far in 2025.

MOTION

A motion was made to accept the May 2025 financials as presented.

Motion by: Fred DeFilippo

Seconded by: Richard Berkman

Approved by: Unanimous

HOA Collection Policy - A new collection policy goes into effect October 1, 2025. It includes a few minor changes required by recent legislation. East West is responsible for the enforcement of the policy. A motion is needed to approve the policy.

MOTION

A motion was made to approve and accept the new collection policy as presented.

Motion by: Richard Berkman

Seconded by: Fred DeFilippo

Approved by: Unanimous

Maintenance Tech/Building Engineer - After a two-month unsuccessful search using Indeed, Ted and Fred identified some search firms to find qualified candidates. Brandon stated the job market is tough, with no-show interviews and increasing salary requirements. A search firm suggested by Ted and Fred found a strong candidate who Brandon will interview on Friday.

Upcoming Projects -

- Front Hedges - SLC has been contacted, and proposals have been requested to remove the dead hedges and replace some or all of them. Also looking into improving the drainage system in this area.
- BuildingLink - Brandon provided an overview of the BuildingLink website system and how the association would benefit from using it. Currently, the HOA website is very outdated and difficult to update. BuildingLink would eliminate that problem and is very user friendly. Jodi noted there will be an initial learning period.

Homeowner Forum -

Charles - Thanked everyone responsible for getting the WIFI working in the garage.

Linda - Requested information as to whether the current balcony painting project will remove rust on the metal rails and deck undersides. Jodi confirmed this is included in the work scope.

Bob - New owner (2 months). Requested clarification of the smoking and grill policies. Brandon provided this information.

A question was asked if the front gate will be included in the painting and it was stated that both the front and back gates will be painted.

Adjournment - With no further business to discuss the meeting was adjourned at 6:11 PM.

Next BOD Meeting: September 24th, 5:00pm