

No 25 Downing Condominium Association, Inc.

Board of Directors Meeting Minutes

June 24, 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, Fred DeFilippo and Charles Loughhead. Representing East West Urban Management were Brandon Fries, Jodi Fitzpatrick, Dan Duran and Kathy Andersen, minute taker. There were 19 meeting participants, including 4 from East West, 4 Board Members and 11 other Owners.

Consent Agenda

The minutes from the March 25 2026 Board meeting were presented for review and approval.

Motion

A motion was made to accept the March 25, 2026 minutes as presented.

Motion by: Richard Berkman

Seconded by: Fred DeFilippo

Approved by: Unanimous

Smoke Free Vote - An owner election was conducted on the proposed smoke-free Amendment to the Declaration. There 52 yes votes and 6 no votes. 49 yes votes were needed to meet the 2/3 minimum approval requirement. Therefore, the smoke free Amendment is passed. Discussion took place and resulted in the following 30 day grace period motion.

Motion

A motion was made to allow a 30 day grace period until August 22nd before the smoke free amendment is implemented. No notices or penalties will be issued during this period.

Motion by: Richard Berkman

Seconded by: Fred DeFilippo

Approved by: Unanimous

Courtyard/Entryway Project - Brandon reported that ASR is on track with this project. A change order for releveling the pavers on two walkways leading from the monument to the public sidewalk was requested and we are awaiting a response. Once the courtyard work is completed

the fountain will be turned on and the second phase will begin with tile replacement in the mail room/lobby area.

Downing Street Sidewalk - Management has also requested a proposal to repair the Downing Street public sidewalk where the tree roots have caused a trip hazard. Notices have been filed with the city with no response.

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. Additionally should reduce elevator failure.

East/West Management Report

Brandon:

Service Door Replacement- an insurance claim has been filed and the replacement cost will be recouped.

Elevator Inspection – it has been completed

2027 Budget - work will start in August and will be reviewing what bids will be needed.

Republic Waste - a proposal has been requested for an additional day of service in order to eliminate overage charges. Composting is a city requirement with a deadline of 9/2026 therefore proposals for service are being requested.

Dan:

PRV Replacement - A contract was signed with AMS to replace PRVs in Building #1. Currently awaiting scheduling dates, Will communicate a project timeline with homeowners as soon as possible.

Expansion Tank Bladder Replacement - After review with building engineer and King Mechanical the condition of the bladder tank was in excellent condition showing no signs of age so we elected to replace the bladder instead of the entire tank and bladder.

Building Automation System - This is the system that allows for remote monitoring of the building's mechanical system. Programming has been completed.

Exhaust Fan Fitness Center - A new quieter fan has been installed.

1st Floor Balcony Concrete Stain Issues - Empire Works has been notified of several warranty item issues to the concrete stain on the 1st floor patios of both buildings. There are signs of peeling and flaking. Update will follow as they become available.

Annual Life Safety Test - The annual inspection will begin July 7th. Pye-Barker will need to access each unit to inspect the life safety features, sprinkler and horns. They will also be testing in the common area for life safety systems including strobe lights, audible horn, backflows, fire extinguishers, etc.

Denver Fire Department (DFD) - Annual inspection in July.

Entryway Tile Replacement - Floors by Design is doing the install which is the same contractor that did the flooring in both buildings,

May Financials - Buck provided a review of the financial statement and balance sheet for the month and YTD ending on May 31., 2026 which shows that the reserve contributions are on

plan and that the financials are in a healthy position. The Reserve Study with a 30-year time frame will be reviewed during the 2027 budgeting process.

Future Project

- **Front Hedges** - They are on the 2026 calendar to be replaced but this will be pushed back to 2027 and will be looking at plans to also improve the drainage in the area.

Homeowner Forum

There were No comments.

Adjournment

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

Next BOD Meeting: September 23th, 5:30pm