

No 25 Downing Condominium Association Inc.

Board of Directors Meeting Minutes

July 14, 2020

Call to Order

The meeting was called to order at 1:08 p.m. Board members in attendance were Kathleen Duggan, Carol Rathe, Pierre Olney, Richard Berkman, and Ted Stolberg. Also in attendance were Gregg Westwood, Director of Operations and Services, and Nancy Friday, accountant. The meeting was held via Zoom due to Covid-19.

Open Forum

There were no homeowners present for Open Forum.

Guests

There were no guests.

Minutes

The minutes from the March 11, 2020 meeting were approved.

Financial Reports

The balance sheet and profit & loss statement from June 30, 2020 were reviewed and accepted.

Director's Update

The Director provided an update of projects.

Old Business

- The EV station is functional. We are waiting for the city to issue a permit; the city is significantly behind due to the pandemic.
- Pella needs to send a window to complete the project.
- North lot concrete has been installed, leak remains an issue. Vendor is sealing the lot and installing a curb to redirect water, this repair is covered under the warranty.
- The elevator door operators were installed in May.
- The board discussed the draft of the reserve study.

- The board wishes to make contributions as recommended by the study. The crank window project is to be added to the study.
- Action: Gregg is to forward corrections to McCaffrey.

No. 25 Condominium Association Inc.

Board of Directors Meeting Minutes, July 14, 2020, Continued

New Business

- Fire pump panel has been delivered, it will be installed in the next couple of weeks.
- A new backflow must be installed, cost is approximately \$7,000; board approved this project.
- Cluster flies in Penthouse, the board agreed to split cost: HOA will pay for spraying, homeowners will pay for mesh/screen over vents.
- The board requested that the building water be tested.
 - Action: Gregg is to have this done.
- Pots by elevators to be updated.
 - Action: Carol will look for ideas.
- Crank windows are failing. These windows are on the north and south sides of the building, located in bedrooms.
 - Action: Pierre to draft letter to homeowners, association counsel Bri is to review letter before it is sent.

Check Signing

The Board signed checks.

Adjournment

With no further business to discuss, the meeting was adjourned at 3:21 p.m.