

# No 25 Downing Condominium Association Inc.

## Board of Directors Meeting Minutes

September 1, 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 5:04pm. The Board members in attendance were Pierre Olney, Buck Steed, Richard Berkman, Ted Stolberg and Kathleen Duggan. Brianna Schaefer, legal counsel with Winzenburg, Leff, Purvis, and Payne. Representing East West Urban Management was Brandon Fries, Jodi Fitzpatrick, and Kiley Nohe. Kathy Andersen, Minute Taker, was also in attendance.

### CONSENT AGENDA

May 16, 2022, Executive Board Meeting Minutes

#### MOTION

A motion was made to approve the consent agenda.

Motion by: Buck Steed                      Seconded by: Richard Berkman

Approved by: Unanimous

### RATIFICATION OF DECISIONS MADE OUTSIDE OF A BOARD MEETING

Below is a list of decisions the Board of Directors made outside of a board meeting by email.

- Approved the 2021 HOA audit report
- Approved new fob policy and procedures
- Approved April, May, and June financial reports

#### MOTION

A motion was made to ratify the above decisions made outside of a board meeting.

Motion by: Buck Steed                      Seconded by: Kathleen Duggan

Approved by: Unanimous

### HB 22-1137 (Amended Collections, Enforcement and Conduct of Meeting Policies)

Brianna Schaefer, the associations legal counsel was in attendance to summarize that Good Governance Policy consist of nine policies three of which were amended in House Bill 22-1137 as they pertain to collections, enforcement along with meeting conducts.

#### MOTION

A motion was made to accept the policies as presented retroactive to August 10<sup>th</sup>.

Motion by: Buck Steed                      Seconded by: Kathleen Duggan

Approved by: Unanimous

### **EAST WEST MANAGEMENT REPORT**

Brandon provided a list of action items that have taken place over the month of June/July/August 2022, highlighting but not limited to the following:

- **Life Safety Inspections** - deficiencies were discovered with two back-flow and have been repairs. Alarm Specialists will certify the repairs and submit their certification to the city.
- **Water Leak Unit 1102** - All invoices have been submitted to Chubb Insurance with the exception of invoices from Professional Carpet System.
- **Dumpster Fire** - A check for approximately \$9,300 was received and deposited into the Operating accounting.
- **Insurance Coverage** - The insurance program has been reviewed by the current agent and two (2) other agencies. Additional information is forthcoming.
- **Window Washing** - Scheduled to begin the week of November 14<sup>th</sup>.
- **Association Contracts** - Management and the Board are currently reviewing all Association contracts to ensure service and performance are meeting expectations.

### **ELEVATOR PROJECT UPDATE**

- **Timing** - Buck stated that the elevator modernization project start date has been pushed back until October with the first week of October being the earliest possible date. Supply chain issues have caused the delay of the circuit board. The manufacturer has stated that we are tenth (10<sup>th</sup>) in line for the next the current shipment, but no delivery date has been given.
- **Package/Grocery Deliver Assistance** - In the board packet Brandon provided an overview of the delivery assistance program available to residents for when the elevator is out of service. Brandon encouraged everyone to stock up on perishables to aid with the delivery program and well as to consider using a service such as Insta-cart. An East/West staff person will be hired to do deliveries and this expense was included in the elevator modernization assessment.

**SECURITY PROJECT UPDATE** - Jodi summarized that the fobs for the system are in the distribution phase and that both the old and new system are active at this time. She encourages everyone to continue to carry the old fob with them just in case and currently there are residents traveling so they do not want to turn the old system off until they are sure everyone as a functioning new fob.

**XCEL ENERGY AUDIT** - Kiley met with the energy auditor for Xcel Energy who discussed LED lights, VFD's (variable frequency drives) and motion detectors which result in ways to drive down the buildings energy usage as well as saving money. Examples are a hallway light that is on dim until you walk into the hallway and then full lighting occurs vs having the hallway lights on at full brightness 24/7. Kiley continues to work on ways to accomplish energy and dollar savings.

**FINANCIAL REPORT** - Ted reported he is work closely with Carrie the East/West controller to complete the transition of the accounting system. The financials will then present a clearer vision for future planning. Ted also stated how much better he feels going with a professional management company such as East/West Urban Management to bring value to the owners' home investment.,

### **MAJOR CAPITAL PROJECT STATUS/REPLACEMENT RESERVE**

- **Domestic Hot Water Boiler Replacement (Building One)** - quotes to replace the hot water boiler for building One were obtained and all vendors feel that the boiler has 2-3 years of remaining useful life. Quotes were received for reserve study planning. All vendors were also requested to provide pricing for preventative maintenance. King Mechanical was recommended by East West

Management to replace Rogers and Sons for central plant and in-unit preventative maintenance.

- **Roof Repair/Replacement (Building One & Two)** - the roof membrane was inspected by three different contractors which provided their recommendations and proposals. The membrane needs to be repaired and should be considered for replacement in the near future.
- **South Parking Lot Concrete Repair/Replacement** - Meeting took place with four (4) different companies to that will be providing proposals and once all are received the board will review and decide how to move forward.

#### **HOMEOWNER FORUM**

Discussion took place that clogged kitchen drains are the bulk of the plumbing problems. It was decided that Homeowner Best Practices Information will be distributed with renters being provided with the information as well.

It was suggested that a working group be established to review plumbing issues.

Reserve - It was stated that the reserve should be at 60% by 2024.

#### **Adjournment**

With no further business to discuss the meeting was adjourned at 7:00pm

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