

No 25 Downing Condominium Association Inc.

Board of Directors Meeting Minutes

September 13, 2023

This meeting was conducted via Zoom (video conferencing)

Call to Order

Quorum was established and the meeting was called to order at 5:03pm. The Board members in attendance were Ron Marshall, Buck Steed, Richard Berkman, Ted Stolberg, and Kathleen Duggan. Representing East West Urban Management were Brandon Fries, Jodi Fitzpatrick and Kathy Andersen, Minute Taker.

Consent Agenda

May 6,2023 Executive Board Meeting Minutes were presented for review and approval.

MOTION

A motion was made to approve the consent agenda.

Motion by: Buck Steed Seconded by: Richard Berkman

Approved by: Unanimous

Nominating Committee for New Board Members

Consistent with HOA bylaws, a nominating committee will be formed consisting of Ron Marshall and Kathleen Duggan along with a third (3rd) non-Board member to solicit and review candidates to fill the upcoming vacancy. This committee will review the bylaws to determine the qualifications to hold a board position. Officer positions are determined by the Board and will be announced at the next annual meeting.

East West Management Report - Brandon provided a report on the following activities.

- New Building Engineer - Kiley Nohe resigned in August and Joe Derybowski will assume these duties beginning September 25th.
- Housekeeping - Roth Property Maintenance will begin housekeeping services September 18th, with services 4 days a week, 4 hours per day.
- Roof Repairs - HomeGuard Roofing has completed repairs and coatings to the roofs of both buildings.
- Hallway Painting - Scheduled for November
- Carpets - The board has met with three (3) vendors to secure options and pricing. Replacement will happen on the first floors of both buildings and then Building #1, floors 2-10 and building #2, floors 2-5. Once the choices are narrowed down options will be sent to the community for feedback. Project will be completed in 2023 or early 2024 depending on product availability and vendor scheduling.

- HVAC Common Area - The final quarterly preventative maintenance is scheduled for October 2023 and will resume in January 2024. EWUM will coordinate the in-unit filter change service in January.
- Parking Garage - Personal items must be removed from the garage and stored in lockers or another location. EV chargers and charging cables must be removed per the Denver Fire Department.
- The bicycle audit will be conducted in October. Reminder parking is for residents only and there are designated visitor parking spaces.
- Budget - Management is working on a 2024 budget to present to the board with the intention of presenting the board approved budget to the community at the annual meeting in December.
- Laundry Room Boxes - As the building is 20 years old it is recommended that residents have a technician inspect the water boxes and possibly replace them.
- 2024 Capital Projects:
 - Plans are scheduled to work with the current landscape company SLC to remove the privet hedges in front of both buildings. Once removed stucco repairs will take place on the first-floor patios walls facing Downing Street.
 - Stucco repairs to the main entrance on Downing Street by the metal gate will take place in Spring.
 - AGS will be inspecting balcony will occur, and repairs will be made 2024.

Ratification of Decisions Made Outside of Board Meeting

MOTION

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

Motion by: Richard Berkman Seconded by: Kathleen Duggan

Approved by: Unanimous

- Approved 2022 audit report
- Engaged Griffin CPA Group as 2023 auditor
- Approved balcony repairs

Financial Report

Ted & Buck reviewed the financials for the month and YTD ending July 2023 highlighting budget variances along with the reason for the variances.

MOTION

A motion was made to accept the July 2023 financials as presented.

Motion by: Ted Stolberg Seconded by: Buck Steed

Approved by: Unanimous

Reserve Study

MOTION

A motion was made to approve an onsite reserve study.
Motion by: Ron Marshall Seconded by: Richard Berkman
Approved by: Unanimous

Pending Capital Projects

North/South parking lots – They have multiple cracks and leaks, and structural engineers will be advising the best approach for repairs which will take place in spring of 2024 based on scope of work, timing, and cost.

Wood Doors - Discussion took place along with a rendering of what the proposed replacement doors would look like.

Homeowner Forum

There was some opposition to the proposed plan for the door replacement and it was decided based on feedback that an alternate design will be explored.

Adjournment

The meeting was adjourned to executive session to discuss door replacement at 5:44pm.

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