

**MEETING MINUTES – May 25, 2022**

- I. Call to Order -- 6:00PM
- II. Minutes - Approval of meeting minutes from prior meeting – APPROVED
- III. Financial Report - Balance Sheet, Budget Comparison, Water GL & Universal Utilities Statement – DISCUSSED
- IV. Recent Sales Report – Active Pending & Sold in the last 30 days
  1. LESLIE’S UNIT IS PENDING
  2. UNIT 1 RECENTLY RE-LEASED
- V. Votes by E-mail – NONE
- VI. Action Items List
  1. Get prices for parking signs that can go on the brick wall for the carport and open spaces. – IN PROGRESS
  2. Up & Down Window Cleaning approved \$2,200 – Complete – COMING OUT THIS FRIDAY, 5/27
  3. Approve the landscape bid redesign and the new landscaping maintenance bid. – Complete – KATIE WORKING ON THIS WITH THE LANDSCAPERS.
  4. Spring cleanups need to be done inside of the patios. Blow out the patio areas. Emailed Justin 5/10/22 – DEBBIE SAYS THEY CAME AND BLEW EVERYTHING OUT.
    - i. CAROL E. ASKED ABOUT THE MULCH THAT IS PUT DOWN IN THE PATIOS EVERY YEAR. TONY SAYS THAT ISN’T IN THE PROPOSAL BUT WILL CHECK INTO IT AND SEE WHAT THE PLAN IS.
  5. Ivy growing up the building that needs to be removed. It starts from Carol E’s patio. – Emailed Justin 5/10/22
    - i. IT WAS CUT AND CAROL E. SAYS IT IS STARTING TO DIE. WE WILL WAIT A LITTLE BIT FOR IT TO DIE MORE AND BEFORE PULLING IT.
- VII. Manager’s Report
  1. Top Caps Project Bids
    - i. RAM Construction - \$57,914.00
    - ii. Joe’s Quality Construction - \$24,950.00 – REVISED
      1. The prior estimate included 160LF of the metal coping system, this one is up to 200LF - this accounts for the additional 40' that you and I discussed and estimated. The cap material requires fabrication in the .032 thickness outside our shop - not as originally anticipated. We apologize for the cost variation.
    - iii. RECEIVED A REVISED BID FOR \$24,950, WHICH INCLUDES EXTENDING THE INITIAL CAPS PAST PRASAD’S UNIT AND ALSO TO END OF BUILDING ON EAST SIDE. THEY ALSO INCREASED THE COST OF MATERIALS. BOARD AGREED THAT WE WILL WAIT ONE WEEK FOR FIRST CHOICE TO SUBMIT BID, OTHERWISE WE WILL FORMALLY VOTE ON THE BID FROM JOE’S QUALITY. TONY ADVISED THAT WE WILL LIKELY HAVE TO EITHER INCREASE DUES OR DO A ONE-TIME SPECIAL ASSESMENT TO GET OUR RESERVES BACK UP BY YEAR-END TO COMPLY WITH RESERVE STUDY.

2. Co-owner Suggestion – I assume you know the marijuana dispensary on Harrison was approved...due to the likely increased traffic on Harrison and the frequent train stoppage I'm wondering if we could get a couple of PLEASE DO NOT BLOCK DRIVEWAY signs so we can still get in and out of the parking lot during a stoppage.

i. BOARD AGREED THAT WE WILL WAIT TO SEE IF THIS BECOMES A PROBLEM AND ADDRESS IT THEN

3. Elevator Flooring Replacement Bid

i. \$369 FOR FLOORING, BUT OTIS CHARGES \$395/HOUR TO SUPERVISE. DANE HAS SUPPLIER CONNECTIONS AND WILL REACH OUT TO GET PRICE, AS WELL AS AN ESTIMATE OF HOW LONG IT WILL TAKE (TO ESTIMATE OTIS CHARGE). DANE ALSO MENTIONED CONCERN THAT ELEVATOR WILL ECHO A LOT MORE WITH HARD FLOOR AND BE LOUDER FOR THOSE UNITS RIGHT NEXT TO ELEVATOR. TONY PROPOSED SOME TYPE OF CARPET TILES THAT COULD BE PULLED UP AND REPLACED INDIVIDUALLY IF NEEDED. WILL DISCUSS AND DECIDE ON MATERIAL LATER AFTER WE GET SOME OPTIONS.

VIII. Unfinished Business – NONE

IX. New Business – NONE

X. Adjournment to Executive Session – 6:28PM