

MEETING MINUTES – August 23, 2023

- I. PRESENT: DEBBIE, CAROL, DANE, PRASAD
- II. Call to Order – 6:00PM BY DEBBIE
- III. Minutes - Approval of meeting minutes from prior meeting – APPROVED (MOTION BY DEBBIE, SECONDED BY PRASAD)
- IV. Financial Report - Balance Sheet, Budget Comparison, Water GL & Universal Utilities Statement – DISCUSSED
 1. LEAVING APPFOLIO AND SWITCHING TO VANTACA
 2. TONY HAS HAD TO MAKE TRANSFERS FROM SAVINGS TO PAY SOME NORMAL BILLS
 - i. NOT UNUSUAL – WILL PUT MONEY BACK IN AS WE HAVE SURPLUS
 1. GETTING HARDER TO REPLACE BECAUSE OF WINDOW WASHING AND FIRE SUPPRESSION
 - a. WILL DISCUSS WHEN WE DO BUDGET NEXT MONTH
 3. PRASAD ASKS IF FINANCIAL STATEMENTS BREAK DOWN INTEREST EARNED
 - i. LINE 90100 IS A COMBINED TOTAL INTEREST FROM ALL ACCOUNTS
- V. Recent Sales Report – Active Pending & Sold in the last 30 days
 1. UNITS 18, 35, 28 ARE ACTIVE ON MLS
 2. PRASAD MENTIONED CONCERN THAT UNITS IN OUR BUILDING ARE SITTING SO LONG ON THE MARKET
- VI. Votes by E-mail
 1. Camera South Parking Lot – Board approves cellular solar camera to south west parking lot \$995 7-25-23.
 - i. REVIEWED VIDEO ANGLES
 - ii. THIS NEW CAMERA RECORDS SOUND BUT THAT CAN BE TURNED OFF IF ANYONE COMPLAINS.
 - iii. IF UNIT 5 DOESN'T LIKE THE CAMERA BEING ON HER UNIT WE CAN DISCUSS EITHER SHUTTING OFF THE LEFT SIDE OF THE CAMERA OR PLANTING SOME PRIVACY TREES FOR HER.
 - iv. CAMERA NOT ALWAYS ON, JUST TRIGGERS WHEN SOMEONE DRIVES THROUGH.
- VII. Action Items List
 1. Add Cameras to the resident hallways on each floor – Bid Received – DID NOT DISCUSS
 2. Website is approved for Metro Lofts. – Complete – DID NOT DISCUSS
 3. Approve G&S for 2 years if we can do it for a discount? Maybe 8k one off season window cleaning. No water on site. – \$5,100 per cleaning for a \$139 discount. Board approved one cleaning to see how well they do before signing for 2 years. – Complete – DID NOT DISCUSS
 4. Arbor Tree Approved for \$2,875 – Complete – DID NOT DISCUSS
 5. Send an email to community that the parking lot is one way and you should enter on the east side and exit on the west side. Suggest lockboxes for the storage cages and request emergency contacts. – DID NOT DISCUSS
 6. AT&T Fiber – Check if it was installed. – Emailed Board that AT&T Fiber was not installed per AT&T. – DID NOT DISCUSS
- VIII. Manager's Report
 1. Snow Contract 2023 – Carol Smith comments regarding amending contract terms.

- i. Hi Tony. I have no issue with the bid, but service from this company seems to have declined in the last year or two. Last year especially. They rarely made it out within that 4 hour window. And they rarely made any effort to plow between vehicles in the lot. Like, even if there was an open space of 2-3 spots between parked vehicles, it wouldn't get plowed. We had to hand shovel our spot several times. So I don't know if maybe we just need to beef up the contract a little or what we can do about it. - Carol Smith
 - ii. DISCUSSED. TONY WILL HAVE A CONVERSATION WITH THE NEW OWNER ABOUT OUR CONCERNS. TONY AND CAROL WILL DISCUSS ADDING LANGUAGE TO THE CONTRACT THAT THEY MUST PLOW BETWEEN SPOTS IF AT LEAST 2 CONSECUTIVE SPOTS NOT OCCUPIED.
 - iii. TONY WILL INQUIRE IF STATION 3 HAS A DIFFERENT VENDOR.
 - iv. PRASAD MENTIONED THAT IT'S NOT FAIR TO THE PEOPLE WITH THE END SPOTS TO HAVE SNOW PLOWED INTO THEIR SPOTS.
 1. TONY CAN ASK VENDOR ABOUT HAULING SNOW OUT OF HERE BUT IT WILL BE ADDITIONAL CHARGE.
 2. BOARD DOESN'T HAVE A PROBLEM WITH PEOPLE PARKING BEHIND THE SNOW PILE IN UNIT 26'S SPOT.
 - a. TONY WILL ADVISE OWNER THAT THEY CAN PARK THERE WITHOUT PENALTY IF NEEDED.
2. Elevator Code Change & Cost
 - i. ELEVATOR NEEDS TO BE MODIFIED TO MATCH THE NEW CODE. WE HAVE 5 YEARS TO DO IT, BUT UNTIL WE DO IT, IT CAN'T BE CERTIFIED BY STATE.
 - ii. TONY WILL FIND OUT WHEN CERTIFICATION IS DUE.
 - iii. TONY WILL ASK ELEVATOR TECHNOLOGIES IF THIS IS SOMETHING THEY CAN DO (CHEAPER) EVEN THOUGH OTIS OWNS THE EQUIPMENT.
 1. OR IF IT'S SOMETHING THAT EVEN NEEDS TO BE DONE.
 3. Unit 13 Terrace Squirrels Response & Arbor Tree estimate for tree replacement
 - i. ARBOR TREE RECOMMENDS TREE IN UNIT 3 PATIO BE REMOVED DUE TO DISEASE, AND REPLACED WITH A DIFFERENT KIND OF TREE.
 - ii. TONY REVIEWED BYLAWS AND TREES ARE RESPONSIBILITY OF WHOEVER OWNS THE TERRACE IT'S ON.
 1. SUGGESTS THAT WE TELL UNITS 3 AND 13 TO TRY TO WORK IT OUT TOGETHER.
 - iii. DANE HAS HAD SQUIRREL PROBLEMS, TOO.
 - iv. CAROL MENTIONED THAT IT DOESN'T SEEM LIKE IT SHOULD BE CO-OWNER RESPONSIBILITY WHEN THE ISSUE IS AFFECTING SO MANY PEOPLE.
 - v. CAROL MENTIONED SQUIRRELS SEEN CLIMBING THE BRICK, WHICH DANE CONFIRMED HE'S SEEN, SO THE TREES MIGHT NOT MATTER ANYWAY.
 4. Cintas Bid – Results from Fire Suppression inspection
 - i. \$3,143.50 IN UNEXPECTED REPAIRS NEEDED.

1. FIRE INSPECTOR IS AWARE, HAS RECEIVED CINTAS REPORT, AND WANTS IT TAKEN CARE OF ASAP.
 - ii. PRASAD MENTIONS THAT WE HAVE ABOUT \$5,000 IN WIGGLE ROOM BASED ON INTEREST INCOME.
 - iii. APPROVED (MOTION BY DEBBIE, SECONDED BY CAROL)
 5. Website is complete. Is it approved to be emailed to the co-owners?
 - i. TONY CAN ADD/REPLACE PHOTOS ON THE WEBSITE IF ANYONE GETS UPDATED PHOTOS THEY WANT TO ADD
 - ii. GOVERNING DOCS, BUILDING PLANS, ETC. AVAILABLE THROUGH WEBSITE
 - iii. APPROVED
 6. Budget Meeting 2023 – Schedule – WILL BE SET FOR SEPTEMBER
 7. Annual Meeting 2023 – Schedule – WILL BE SET FOR OCTOBER, VIA ZOOM
- IX. Unfinished Business
1. Garage Water – DID NOT DISCUSS
- X. New Business – NOTHING ADDED
- XI. Next Meeting to be held on Wednesday, Septemeber 20, 2023 via Zoom.
- XII. Adjournment to Executive Session – AT 7:02 (MOTION BY DEBBIE, SECONDED BY CAROL)