

MEETING MINUTES – March 24, 2025

- I. Call to Order – 6:05pm
 1. Present – Blaire Miller, Prasad Mohan, Carol Ellingsworth, Zhibai Zheng, Tony Major, Kelly Terrell
- II. Minutes - Approval of meeting minutes from prior meeting
 1. Blaire moves to approve the minutes, Prasad 2nd, motion carries.
- III. Financial Report - Balance Sheet, Budget Comparison, Water GL & Universal Utilities Statement
 1. Tony reviewed the financials and explained the co-owner's delinquency. Blaire asked question what the amount is available for elevator repair, Tony responded that 22,550k is available for elevator project. Blaire and Prasad agreed to move the free cashflow to the highest CD. Tony explained Universal Utilities runs a month behind, indicated he had to shuffle funds to balance the water bill.
- IV. Recent Sales Report – Active Pending & Sold in the last 30 days
 1. None
- V. Votes by E-mail
 1. Unit 20 – AC Condenser Modification Approved 2-10-25
- VI. Action Items List
 1. Get Rochester Sign Shop to print a metal metro lofts logo sign. – Bid received
 2. Have the attorney review the response from Otis.
 - i. Attorney in discussions with Otis. Reviewing service agreement
 3. Parking App for space sharing – on hold
- VII. Manager's Report
 1. Elevator Sign Mockup
 - i. Sign design approved to move forward
 2. Smoking Policy
 - i. HOA cannot legally restrict smoking in the building, unless it is a no smoking building. No smoking policy could potentially reduce insurance cost, but it needs to be inclusive and there is no exclusion. The board agreed to add the no smoking policy study in the questionnaire to co-owners.
 3. Carpet Cleaning 1st & 2nd Floor
 - i. 3rd Floor done for \$204. Should we charge back or cover cost due to more than one set of stains?
 1. The board agreed to cover 3rd floor, and also approved 1st and 2nd Floor Carpet Cleaning
 4. Adding Cameras to the unit hallways – Bid from International Controls
 - i. Camera \$450 each from Avertx
 1. The board agreed to study the complete lighting package cost including upgraded exterior lighting with Infrared night vision, or if current camera from 2018 has infrared night vision feature, Tony will study to make the feature available . Tony will provide follow-up to

current camera technical availability or provide the full exterior and interior surveillance system upgrade cost.

- ii. International Controls Estimate - \$3,250 (deduct \$450 to only wire one side of each hallway)
 - 1. To be decided after the above information is provided
- iii. Tony requested the board to give a time perimeter when supporting co-owners finding belongings such as FedEx/Amazon packages via camera footage search. The board agreed with the 15 minutes good faith time frame from Tony, and additional time beyond that would need to be charged back to the co-owner. Community security issues would not be subject to this 15mins rule.

5. Insurance Coverages – Prasad

- i. Prasad questioned regarding Umbrella, Workmen's Comp and Cyber Security policies. The board agreed to revisit the general insurance policies after the roof repair/replacement project. The board agreed to add Umbrella policy as an additional for 1 year to support the roof replacement project.

6. Board Size & Regulation – Prasad

- i. Tony stated board size change needs to be voted by the entire condo owner community. Blaire recommended to do more background research among the owners in order understand the viability of reducing to 3 board members. Blaire suggested first reaching out to the community to see if there is any interest in replacing the current open position, by sharing what the board does and the current projects ongoing.

7. Email highlighting key points for all owners - Blaire (Spring Reminders)

- i. Tony will send out Spring reminder in early April with content provision support from Blaire.

8. Owner questionnaire regarding various services – Blaire

- i. Blaire will draft questionnaires to combine with the Spring Reminders

9. Walk-In Item

- i. Amending rules and regulation regarding quite hours practice. Tony will follow-up with the exact language to roll-out to the community.

VIII. Next Meeting April 28, 2025

IX. Adjournment to Executive Session

- 1. Blaire moves to adjourn to the executive session, Carol 2nd , motion carried.