

**MEETING MINUTES – June 23, 2025**

- I. Call to Order
  1. 6:00pm, Present – Blaire Miller, Vivian Shevitz, Prasad Mohan, Carol Ellingsworth, Zhibai Zheng, Tony Major
- II. Minutes - Approval of meeting minutes from prior meeting
  1. Blaire moved to approve the minutes, Carol 2nd, motion carried.
- III. Financial Report - Balance Sheet, Budget Comparison, Water GL & Universal Utilities Statement
  1. Prasad took the team through the financial details
  2. Check if 1<sup>st</sup> floor hallway cleaning has properly charged back to the responsible Co-owner
- IV. Recent Sales Report – Active Pending & Sold in the last 30 days
  1. 2 Units for sale currently. Unit 17 at 325k, Unit 30 at 439.9k
- V. Votes by E-mail
- VI. Action Items List
  1. Get Rochester Sign Shop to print a metal metro lofts logo sign. – Complete
  2. Parking App for space sharing – Researching
  3. Send out spring reminders. Early May - Complete
  4. Carport Pole has a dent between 16 and 17. It needs to be fixed but we need to know who owns it first.
  5. Have MNC Clean the East Camera. Check all the other cameras as well. – Complete
    - i. The camera was not dirty; the issue is related to the WDR turn on. See more info below.
  6. Approve the 3 cameras in the hallways. Email the community for security we will be adding cameras to the hallways. - Complete
  7. Add to the spring reminders if a co-owner wants to donate furniture or plantings to the association for the common decks. Please email Tony first, do not just move furniture to the common deck. - Complete
  8. Add to the spring reminders that if a dog is barking outside of the condo, please bring the dog inside. If you have an outdoor space, dog dropping should not be left and should be collected immediately. If you are out on your patio, be cognizant of noise for your neighbors. - Complete
  9. Window cleaning for 2025 – get the bid and on the schedule. – Bid requested 5-3-25
- VII. Manager's Report
  1. Insurance Umbrella
    - i. \$3 Million - \$905 per year or 1 million - \$787 per year
      - 1 Carol approved, Prasad second, motion carried
  2. Landscaping & Tree Responsibilities
    - i. Arbor Tree Proposal
      - 1 Blaire approved, Board agreed.
    - ii. Shrub Trimming Concerns - Carol

1 The board agreed to trim the shrub to get them away from the building.

iii. Mulch Proposal from Grounds & Gardens - Carol iv. Co-owner vs Association Responsibilities

1 Carol approved, Prasad second, motion carried

3. Otis – Invoice & Letter

i. \$125 fuel charge from Otis

4. Vivian Unit 5 – Patio Furniture Donation VIII.

i. The board agreed to take the patio furniture for the common 2<sup>nd</sup> floor patio

5. Next Meeting August 25, 2025, at 6pm via zoom

i. Blaire moved to adjourn at 6:54pm, Carol 2nd, motion carried.

IX. Adjournment to Executive Session