

**MEETING MINUTES – August 25, 2025**

- I. Call to Order
  1. 6:01pm, 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, Vivian 2nd, motion carried.
- III. Financial Report - Balance Sheet, Budget Comparison, Water GL & Universal Utilities Statement
  1. Several utilities are over the budget YoY, but within annual budget target. Some payments are to be collected still hence the higher cost.
- IV. Recent Sales Report – Active Pending & Sold in the last 30 days
  1. Unit 17 Sold for 315k, Unit 18 listed for 335k
- V. Old Business
  1. Have the dent in the carport post between 16 & 17 repaired. – Sent a wo to 1<sup>st</sup> Choice to see if he can repair this. – Bid Received
    - i. \$1,125 to repair the post
    - ii. Blaire moved to approve the pricing, Prasad 2nd, motion carried.
  2. Board approves 3 million umbrella coverage. – Complete
  3. Board approves bid to mulch the common areas for \$1,125 – Send to Justin from Grounds & Gardens. [justin@groundsandgardens.com](mailto:justin@groundsandgardens.com) - Complete
  4. Board is willing to accept the patio furniture from unit 5. Prasad will help move the furniture. Ask Ryan in 28 if he is willing to assist Prasad in taking the furniture to the 3<sup>rd</sup> floor common deck. Emailed Ryan to see if he willing to assist. Ryan is willing to assist. Emailed Prasad to contact Ryan to coordinate. - Complete
  5. Inform Grounds & Gardens to blow instruct his crew that the clippings and debris need to be blown off the patio areas when servicing Metro Lofts. – Justin will reach out to Carol. - Complete
  6. Board agrees to having a universal garage door installed in the common garage to improve security and allow doors to be put down, when accidentally left up by residents. – Emailed Ricardo. Awaiting follow up.
  7. Check with Lori if Harbor Place l’s elevator is managed by OTIS and if they received a HydroEnhance email. Vivian will do some research on the topic. Checked with another manager and they did not receive the notice. - Complete
  8. Grounds & Gardens stated the shrub trimming and cleanup was completed on 6/20/25. The board does not see any difference in the landscaping. Ask Justin to meet with Carol E. and she can show him the concerns. - Complete
  9. Group WhatsApp chat for parking spaces, Blaire is willing to moderate. – Whatsapp group must be created by the board and shared. Tony sent Blaire the information.
  10. Unit 9 reported in the survey that he wants his gate fixed. Check on responsibility and past requests. Emailed the owner to let him know that this would be his responsibility to repair. - Complete
  11. Board approves the Arbor Tree Bid for plant healthcare - \$1,900 – Signed bid sent 6/26/25 - Complete

12. Some trees need to be trimmed away from the building. West tree next to unit 5 is touching the window. Get a bid from Arbor Tree. – Bid Approved

VI. New Business

1. Marcel Kuza – Jonna Construction Meeting with the board – 10 minutes
  - i. Delaware building aim for completion July, 2026. 36 Unit Luxury Apt. building. Current going vertical on the 4<sup>th</sup> floor, east side is the Penthouse. Green building with solar panels, top floor with vegetation, could compliment ML well. Working through the winter to hit the target date. The top floor of ML building could be openly exposed to the new neighbors.
  - ii. Side grading is causing dirt on the road temporary and will be cleaned up shortly.
  - iii. Requesting ML HOA approval to put Genie lift on the west side of the the ML building, to help complete the east side of the Delaware building work.
2. Grounds & Gardens – Landscape/Patio Concerns - Carol E
  - i. Concerning regarding the inconsistency of patio blow off service, and the quality of the result
3. Snow Plowing
  - i. Seasonal All-Inclusive \$8,900, 5 installments. (Nov. – Mar.)
  - ii. Blaire moved to approve the new pricing, Carol 2nd, motion carried.
4. Tree Trimming
  - i. Board agreed to split the tree trimming cost across all units as all tenants benefit from the visual

VII. Next Meeting September 22, 2025 at 6pm via zoom

1. Adjournment to Executive Session
  - i. Blaire moved to adjourn at 6:40pm, Prasad 2nd, motion carried.