

MEETING MINUTES – February 23, 2026

- I. Call to Order – 6:01pm
 1. Present – Blaire Miller, Bill Zheng, Prasad Mohan, Carol Ellingsworth, Vivian Shevitz, Tony Major (AMI) & Deanna Moore (AMI).
- II. Minutes - Approval of meeting minutes from prior meeting
 1. Blaire moves to approve the minutes from October 2025, Carol 2nd, motion carries.
- III. Financial Report - Balance Sheet, Budget Comparison, Water GL & Universal Utilities Statement
 1. Tony reviewed the balance sheet and explained that we had to borrow \$4,700 for bill pay this month, due to 2 annual invoices that came due recently, a \$900 Radar Security Alarm Monitoring & \$1,280 My Q Entry Door System Subscription. We also had to pay for off season tree trimming & the asphalt crack fill. Water Bill Income was received today, which should replenish \$3,000 back to the savings account.
 2. Prasad - We were over on some expenses and under on others, but on the whole we were in pretty good shape. Tree & Shrub as well as HVAC are already almost expensed for the year.
- IV. Recent Sales Report – Active Pending & Sold in the last 30 days
 1. Tony reviewed the recent sale and current pending listing.
- V. Votes by Email - None
- VI. Action Items List
 1. Elevator Upgrade – In Progress
 - i. Follow up requested 2-22-26. The funds collected for this project have been earning the association interest. Delay is due to OTIS and the parts needed.
 2. Group WhatsApp chat for parking spaces, Blaire is willing to moderate. – Blaire is partially done with this project and will complete.
 3. Board would like to review the ongoing contracts to make sure the expenses are matching. Tony mentioned we should start with Cintas. Board would like to see the Cintas contract.
 - i. AMI to investigate Cintas alternatives.
 4. Otis updated terms and conditions. Check with the reserve study engineer on the changes in terms and conditions and what we should be saving.
 5. Get a revised quote for Monday & Thursday trash pickup, rather than 3x per week. Board will review both estimates.
 6. Snow Removal on Patios - Get a price per unit to shovel a path in the limited common element patios.
 - i. Does G&G shovel around the cars in the carports currently.
 7. Board would like to start reviewing ongoing contracts.
 8. Energy Policy Act has been approved. Inform attorney and final version will be posted to the website and portal.

VII. Manager's Report

1. Otis Terms & Conditions Update
 - i. What can we do to offset the changes in the terms and conditions. Check on the exclusions that they have changed in the terms and conditions. Blaire has concerns that we may need to save more for unexpected elevator repairs. AMI to check with Reserve Study Engineer.
2. Royal Oak Fire Inspection – No Violations Noted
3. Energy Policy Act - \$335
 - i. Blaire moves to approve the energy policy, Vivian 2nd, motion carried.
4. Republic Services – Going to be \$480 in March with the existing 11% increase.
 - i. New 3 year agreement reduced to \$375 per month with same terms of 11% per year and the \$9 container refresh fee. Currently dumpster is emptied 3x per week.
 1. Board wants to get a price for 2x per week to see cost difference.
5. Cintas – Deanna (AMI) is investigating the schedule and requirements for Cintas for budgeting purposes. M
6. Budget Cost Savings so far:
 - i. Comcast reduced \$57 per month
 - ii. Cleaning reduced \$390 per month
 - iii. Trash reduction of \$100 per month – If Approved
 - iv. Annual MyQ Entry Door System Subscription reduction from \$1,811.60 to \$1,280.27. \$45 per month
 - v. Total savings - \$592 per month or \$7,104 per year.
7. Snow Removal on Patios – Carol stated the snow removal company used to shovel a path on the patio from the sidewalk to the patio.
 - i. Grounds & Gardens reported that this has never been in the contract and is not being done. The supervisor reported that once it was done many years ago by accident.
 - ii. Tony advised that if this was ever a practice, it was not being contracted or paid for by the Association. The patio areas are limited common element, which is for the exclusive use and maintenance of the co-owner. Expenses for these areas are to be charged back to the co-owner of that unit. The units on the upper floors do not receive any snow removal services on their terraces or balconies either.
 - iii. Vivian suggested getting a price and offering it to the co-owners for an added cost.
 - iv. Board discussed the rising costs of association fees vs amenities. It was mentioned that association fees and additional assessments are rising around the country, to offset underfunded budgets. Metro Lofts is funding their budget and reserve accounts accurately, to prevent the need for future loans and large additional assessments.

VIII. Next Meeting – April 27, 2026

IX. Adjournment to Executive Session

1. Blaire moves to adjourn to executive session 6:59pm, Vivian 2nd, motion carries.