

MEETING MINUTES – April 27, 2026

- I. Call to Order
 1. Present – Blaire Miller, Prasad Mohan, Carol Ellingsworth, Vivian Shevitz, Tony Major & Deanna Moore (AMI).
- II. Minutes - Approval of meeting minutes from prior meeting
 1. Vivan moves to approve, Blaire 2nd, motion carried.
- III. Financial Report - Balance Sheet, Budget Comparison, Water GL & Universal Utilities Statement
 1. Tony reviewed the financial information.
 2. Prasad reported the electric bill expense is over budget this month and high for this early in the year. Tony explained that the electric heaters are the highest during the winter months and then the electric bill reduces for the remainder of the year. Electricity expense is up from 2025, likely due to increased rates and a colder winter. The rest of the budget comparison looked healthy.
- IV. Recent Sales Report – Active Pending & Sold in the last 30 days
 1. Tony reviewed the most recent sales #18 and two active listings. #12 and #22
- V. Votes by Email - None
- VI. Action Items List
 1. Elevator Upgrade – Ready to Schedule, however Otis will need elevator shut down between 2-4 days to complete the upgrade, please advise on availability for shut down.
 - i. Board approves proceeding, however co-owners and sellers/buyers need to be made aware in advance so that there are no move ins/outs when this work is being done. Notice should be posted on entrance doors as well as email notification.
 2. Board would like to review the ongoing contracts to make sure the expenses are matching.
 - i. AMI to investigate Cintas alternatives. – Cintas received, other vendors being researched.
 3. Otis updated terms and conditions. Check with the reserve study engineer on the changes in terms and conditions and what we should be saving. – Big code change - Door Lock Monitoring, which goes into effect 1-1-28 is already in place. - Complete
 4. Get a revised quote for Monday & Thursday trash pickup, rather than 3x per week. Board will review both estimates. – Republic Proposal received. Proposal from tenant Daniel Y in unit 16 is coming as well 3-26-26.
 - i. Obtain another price for rubbish removal to check price. If reasonable, Approve the rubbish removal contract for 3x per week \$384.
 5. 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. – \$660 per patio for snow shovel, + \$50 per application for ice melter or \$850 unlimited per unit.+
 - ii. Patio Snow Removal – Check with co-owners on the 1st floor to see if they would like a path shoveled from their gate to their patio door for approximately \$66 per season. Would they be willing to sign a document accepting the chargeback and a waiver of liability for this service and any resulting damage or injury.

6. Energy Policy Act has been approved. Inform attorney and final version will be posted to the website and portal. – Complete.
7. Window Cleaning – Can Crystal Clear access the balconies from the exterior without needing interior access. If so, let the board know. Otherwise see if Totally Maintained will reduce to \$6,000 to match our budget. G&S is still more in the spring season. The board would prefer to have the windows cleaned in the spring.
8. Sterling Door - Approve the 3 garage door rail repairs. Let the co-owners know in advance so they can remove their cars.

VII. Manager's Report

1. Cintas Review Results – We reviewed the information and the board would like some oversight before they come out.
 - i. Pye Barker (Alternate Vendor)
 1. Reach out for references before the board considers voting on changing companies.
2. Otis Elevator Project & Capital Planning Response
 - i. Tony advised that OTIS advised there are no major upgrades needed.
3. Republic Services 2x per week quote - \$301.70 vs \$384 for 3x per week
 - i. Prasad moved to approve 3x per week (current service), Vivian 2nd, motion carried.
 - ii. Get a competitive quote first for price verification.
4. Grounds & Gardens – Seasonal snow shoveling for 1st floor patios Bid
 - i. Tony explained that the patios are co-owner responsibility and should be maintained by the co-owner. The cost would only be \$66 per season per co-owner. Ask the 1st floor co-owners if they would want to participate and would waive liability for patio access.
5. Window Cleaning Bids
 - i. G&S Price 2025 for comparison \$5,368 (off season)
 - ii. Crystal Clear - \$3,850
 1. Ask if they will climb on ladders rather than us letting them inside.
 - iii. Totally Maintained - \$6,975
6. Sterling Door – 3 Garage Door Rail Repairs from improper developer installation, connecting the rail to the electrical junction box for the exterior lights.
 - i. Board agrees to repair the garage doors. Make sure they give us a bulk rate.
7. Verizon 5g Email
 - i. Tony advised that we do not want to sign any marketing agreements, which can limit competition. Verizon is already in the building providing service.

VIII. Next Meeting - June 22, 2026

1. Adjournment to Executive Session
 - i. Vivian 6:55pm, 2nd motion, motion carried.