

Tuesday January 15, 2019
Atrium Condo Board Meeting Minutes

Board Members Present:

President: Jeff Pisani

Vice President: Mary Lou Muehleis

Treasurer: Gail Menconi

Secretary: Mari Gusloff

Director: Ralph O'Connell

Director: Frank Maurino

Director: Dale Carlson

Also Present: *Michaelene Conrad, Mandy Briggs & Kirsten Bochicchio
(MC Property Management Corporation)*

Call to Order: *Jeff Pisani at 6:33pm*

Quorum Established:

Minutes:

- *Approve the Minutes from the 11/13/18 Meeting - Dale Carlson motioned - Frank Maurino 2nd - All in Favor*

President's Report: *Jeff Pisani*

- *Paver repairs & landscaping will be done in the Spring*
- *Core Concrete had issues within their organization that caused the delays in completing the stair project*
- *We will be asking Core for the tickets for the concrete used - from the concrete supplier*
- *The Stairs will be closed most likely until the end of March*
 - *No salt can be spread or tracked on the concrete stairs at this time*

- *Core needs to apply a sealant on the stairs that may address the color variations & other issues*
 - *The railings need to be in place before the stairs can be opened*
- *We owe Core \$28,825.00 - will not pay them anymore money until we are satisfied with this project*
- *We need to get a contract/price with Doyle Brick Paving*
- *Need to contact the Insurance Company to get more money to cover the cost of repairs for water main break/stair replacement - get a letter from the insurance company explaining the coverage*
- *Special Assessment Status - most of the residents have paid the full amount - MC Management will be contacting the remaining residents for the balance they owe*

Vice President's Report: *Mary Lou Muehleis*

- *A Welcome letter from MC management has been sent to all of the residents - electronic payments for the monthly assessment can be set up to be paid thru MC Management*

Treasurer's Report:

<i>Checking Account:</i>	<i>\$106,953.53</i>
<i>Reserve Account:</i>	<i>\$224,799.01</i>
<i>Total:</i>	<i>\$331,752.54</i>

Manager's Report: *Michaelene Conrad*

- *Please see attached Manager's Report*

Commissions:

- *Architectural - Steve Gusloff (not present)*
 - *Nothing new to report at this time*
- *Decorating - Marti Gusloff*
 - *Nothing new at this time*
- *Maintenance & Repairs - Frank Maurino*
 - *Unit electrical box panel inspection - Pro Electric proposal clarification - MC management will send out an electrician for another bid - Board will pay for the inspections & unit owners will pay for any repairs to their electrical box that is needed*
 - *Footing Wall repair & paint - Hold back payment for the Atrium Brick Sealant not completed & until repairs are done in front of Units 102 & 104*

- *Roof Maintenance - had our 1st visit - preventative work was done to make the roof last longer - 1st visit for 2019 - in June*
 - *Puddles on the inside, of each side of the garage door - have a proposal from SLS Plumbing*
 - *Skylight panel in the front entrance has some leaks - get bids for solutions - repairs or replacement*
- *Landscaping - Gail Menconi*
 - *Need a contract for 2019*
 - *Compact car signage - consider at a later date*
 - *Revisit adding to outdoor lighting*
- *Finance - Gail Menconi*
 - *Working on next year's budget - will have meetings in February*
- *Rules & Regulations - Mary Lou Muehleis*
 - *It was suggested that we revise the rule about the placement of motorcycles & scooters in the garage - they should be parked parallel to the garage wall for storage*
 - *How to address smoking & pet smells that invade our common areas*
- *Security, Safety & Insurance - Ralph O'Connell*
 - *CO2 detector & garage fan control resolution - need to get them fixed - MC management will get some estimates & bids*
 - *Fixed the router for the security cameras*
 - *Need to connect the security cameras to MC Management's computer system*
 - *Need to get fire extinguishers checked*
- *Housekeeping & Utilities - Carol Norgaard*
 - *Garage floor cleaning - wait until the stairs are done in the Spring*
 - *Window washing - to be done in the Spring*

New Business:

- *Building Insurance - Need to add Workman's Comp to our policy for \$600/year - going forward - only use contractor's that carry Workman's Comp*
Dale Carlson motioned & Frank Maurino 2nd - All in Favor
- *Premium to increase the Fidelity/Employee Dishonesty coverage limit - to \$400,000 from \$200,000 is \$31 for the remaining policy period - 1/11/19 to 4/1/19*
Dale Carlson motioned & Mary Lou Muehleis 2nd - All in Favor

- *Certificate of Insurance Tracking Proposal from MC Management - \$900 for the first year & \$600 for the next years going forward
Gail Menconi motioned & Mary Lou Muehleis 2nd - All in Favor*
- *Change proposed for Rules & Regulations - for Atrium Condo owners to get their condo's insured for a minimum of \$300,000
Ralph O'Connell motioned & Dale Carlson 2nd - All in Favor*

Open Forum:

- *Many residents had questions & comments about the front stairs*

Adjourn: at 9:35pm

Submitted by Marti Gusloff, Board Secretary on 2/20/19

ATRIUM CONDOMINIUM ASSOCIATION

MANAGEMENT REPORT – January 15, 2019

FINANCIALS

- A. Enclosed are the financial reports given to MC from the prior management company for your review. The financial reports are for through November 30, 2018.

OLD BUSINESS

- A. **Garage Door Update:** MC Property Management is communicating with Dale to pay Triple A Garage Door for the repairs.
- B. **Front Entrance Stairs Update:** MC Property Management requested that GLS go out to Atrium to inspect the work that CORE completed on the front entrance concrete stairs. MC already spoke to Jeff and Mary Lou about what GLS reported and will discuss this at the meeting. Enclosed is information pertaining to the Stairs Project for your review.
- C. **Insurance:** MC has spoken to Farmers and they are asking the adjuster for what was paid on the insurance claim for the stairs.

NEW BUSINESS

- A. **Front Entrance Railing- Legna Proposal:** Enclosed is the Legna Proposal to install the front entrance railing for your review and discussion.
- B. **Front Entrance Brick Work:** Enclosed is an email from the board and the Doyle Brick Paving Proposal. MC would like to discuss the brick work that needs to be completed.
- C. **Notice to Unit Owners:** Enclosed is the notice that was sent to homeowners via email or placed in their cubby in the mailroom.
- D. **MC Property Management's Visit to Property:** Mandy Briggs from MC Property Management met with Mary Lou on site on Thursday, January 10, 2019. Mary Lou was very helpful and MC was able to match up most of the unlabeled keys with the appropriate lock.
- E. **CAI Conference:** Enclosed is the email that was sent to the Board on 1-10-2019 inviting them to the CAI Conference and Expo in February.
- F. **Certificate of Property Insurance:** Enclosed is the Certificate of Property Insurance for your review.
- G. **Homeowner Certificate Of Insurance Tracking Proposal:** Enclosed is the Homeowner Certificate of Insurance Tracking Proposal for your review and approval.
- H. **Fidelity Bond:** MC has spoken to Farmers and he is sending a revised Fidelity Bond quote.

- I. **Proposed Rule Addition-Request For Proper Information:** Enclosed is a proposed rule addition "Request For Proper Information" for your review, discussion and approval to mail to all homeowners for them to review.

EXECUTIVE SESSION

- A. **Delinquency-** Enclosed is the Delinquency Aging with Account Status Report for your review.
- B. **Compliance-** There are no compliances to report at this time.
- C. **Special Matters-** There are no special matters to report at this time.