

APPROVED

ATRIUM CONDOMINIUM ASSOCIATION

Board of Directors Meeting – January 14, 2020, 6:30 pm

DRAFT MINUTES

1. Meeting called to order: 6:31 pm
2. Quorum: Present: Jeff Pisani, President
Mary Lou Muehleis, Vice President
Gail Menconi, Treasurer
Marti Gusloff, Secretary
Deb Gallet, Director
Dale Carlson, Director
Not attending Ralph O'Connell, Director
Also, in attendance:
Michaelene Conrad, MC Property Management Corp.
Mandy Briggs, MC Property Management Corp.
3. Approve Agenda: Moved: Mary Lou Muehleis; seconded: Dale Carlson; APPROVED
4. Management Report:
5. Financial Report: October Bank Balance:
Cash: \$117,106.10
Reserves: \$240,549.49
Total: \$357,655.59
November Bank Balance:
Cash: \$117,282.51
Reserves: \$244,223.55
Total: \$361,506.06

Jeff Pisani asked MC to provide an explanation on why there is no surplus reflected on YTD net income for November. He also requested that MC work on reducing copy expenses, as they are higher than anticipated, and to check on and verify what residents are receiving e-statements versus paper mailing.

Mandy Briggs – Earl & Sons submitted invoice for \$225 for additional carpet cleaning at elevator entrances. She was instructed to pay them as it was in line with contract terms.

6. Approve 11/19/19 Minutes: Moved: Jeff Pisani; seconded: Marti Gusloff; Approved.
7. Homeowners' Session:
 - Homeowner requested yearend financial summary. It will be sent out at the end of the current fiscal year.
 - Homeowner asked about receiving Board meeting minutes. MC was instructed to send out all approved minutes (e-mailed or posted) to the owners.
 - Brief discussion on painting and light replacement to be continued later in meeting.

8. OLD BUSINESS:

- A. Front Stairs Update:
 - No further charges, MC awaiting confirmation and final lien waivers from Core Concrete.
- B. Dakota Evans Caulking Proposal TABLED, spring project
- C. Insurance Claim – Unit 209, homeowner still awaiting resolution and indicates no communication on where her claim stands with Condo Insurance. MC to resend correspondence and schedule an inspection, as soon as possible, of her unit so funds allocated for her unit by Farmers can be released.
- D. Atrium Leaks – continuing investigation, obtaining more bids
- E. Gutter Trough – TABLED, spring project
- F. Trench Drain – TABLED, spring project
- G. Garage Roof – TABLED, spring project
- H. Audit Update: Discussed, board will review and get back to MC on any questions.
- I. Balcony – 605 homeowner sent MC an email that the original balcony repairs on his unit were done incorrectly. This should likely be between homeowner and BASF/Goray. Jeff Pisani to check with attorney on his opinion on if we should let the homeowner deal directly with BASF/Goray.
- J. Garage Repairs:
 - Green/Red Light installed over garage door and additional eye installed. Dale suggested, if possible, to have green light activate immediately upon door opening.
 - Pedestrian door handle/push bar installed
 - Metal work above door redone.
 - We'll wait until Spring to repaint the outside driveway wall.
- L. Battery back Up Pump – TABLED
- M. Security Camera in South Elevator – TABLED
- N. Key Lockboxes –
 - one located outside of garage door for contractor access to building through pedestrian door, one in south trash room with new lock/code that Jeff Pisani put on and;
 - one in north trash room with north elevator key only.

9. NEW BUSINESS

- A. Reviewed and discussed proposals from Artist Touch and Painters Inc. for Hallway Painting. Decorating commission recommended Painters Inc. Additional discussion ensued regarding whether door numbers, knockers, metal/wood strips would be replaced. Motion to accept Painters Inc. for a not to exceed number of \$41,000 for hallway painting after references are checked and they agree to attorney drafted addendum to contract. Moved: Mary Lou Muehleis, seconded: Dale Carlson; Approved.
- B. Color sample boards, light fixtures and homeowner survey forms will be put on 5th floor for homeowner review and input. Surveys to be completed and put in ballot box by Thursday, January 24, 2020.
- C. Reviewed and discussed new hallway light scones and install cost from PPM (approximately \$2,500). Order 7 additional lights and install a few sample bulbs on

5th floor. Motion to accept wall sconces and install at a cost not to exceed \$8,000.

Moved: Jeff Pisani, seconded: Dale Carlson; Approved

D. Proposed Rules & Regulations: Reviewed, revised and will be sent out to homeowners. Moved: Dale Carlson, seconded: Deb Gallet; Approved

E. There is a sprinkler leak above Deb Hamilton's car in the garage – MC to check on it.

F. Ejector/mulch pump – Jeff discussed the possible installation of a pump that could mulch the leaves (which appears to be the main cause of the trench drain getting clogged and the water backing up outside the garage door). He will verify with contractor and we will discuss at the next meeting.

G. Unit 409 flooring installation request was reviewed and approved by Architectural Commission before the install.

10. Homeowner Certificate of Insurance Tracking.

11. Homeowner INFO

12. Work Orders

13. EXECUTIVE SESSION

14. ADJOURNMENT 9:35 p.m.: Moved: Deb Gallet; seconded: Marti Gusloff; APPROVED.

Respectfully submitted by:

Deb Gallet, Director