

ATRIUM CONDOMINIUM ASSOCIATION

Board of Directors Meeting – November 19, 2019, 6:30 pm

CORRECTED MINUTES

1. Meeting called to order: 6:35 pm
2. Quorum: Present: Jeff Pisani, President
Mary Lou Muehleis, Vice President
Gail Menconi, Treasurer
Marti Gusloff, Secretary
Deb Gallet, Director
Not attending: Dale Carlson, Director
Ralph O'Connell, Director
Michaelene Conrad, MC Property Management Corp.
Mandy Briggs, MC Property Management Corp.
3. Approve Agenda: Moved: Deb Gallet; seconded: Jeff Pisani; APPROVED
4. Management Report:
5. Financial Report: Sept. Bank Balance:
Cash: \$119,521.25
Reserves: \$239,912.69
6. Approve 9/17/19 Minutes: Moved: Marti Gusloff; seconded: Jeff Pisani; Approved.
7. Homeowners' Session:
 - One car has been in the only Handicap parking spot for over 2 weeks. Michaelene will notify her about 48 hour limit.
 - Leaves in hallways don't look good. Ken was busy power washing garage and didn't get to vacuum.
 - Grocery carts need to get returned.
 - Some tape got left on 4th and 5th floors when ceilings painted.
 - Discussed getting an estimate for putting an electric outlet in front island for Christmas lights.
 - Discussed the smoking sell in mailroom lobby and instructed MC to send a fine to unit #106.
 - Discussed posting a notice for homeowners to return shopping carts as soon as they are done with them and not keep them in their unit or outside their door.
8. Punch List: Items in the works.
9. OLD BUSINESS:
 - A. Front Stairs Update:
 - Expansion joints in cement need to be caulked in the Spring.
 - Steps are slightly slippery when wet.
 - B. Dakota Evans Caulking Proposal (postponed)
 - C. APEX Window Cleaning:

- Voted not to pay them the full price because they missed many windows and they didn't do a good job. Amount: \$750. Moved: Jeff Pisani; seconded: Mary Lou Muehleis; Approved.
- D. Atrium Leaks TABLED
- E. Gutter Trough TABLED
- F. Trench Drain TABLED
- G. Insurance Claim: Need to see all units (#409, #309, #209, #109) to see if work is done.
- H. Pest Control – AGAD Report TABLED
- I. Audit Update: Discussed, no action taken.
- J. Balcony Letters pertaining to repairs sent to Homeowners.
- K. Garage Repairs:
 - Good work on what they've done so far.
 - Person door will be installed Monday. We have doorknob and tumbler.
 - Threshold was charged for, but not done. Check with Holton: Post to protect eye?
 - Red/green lights?
 - We'll wait until Spring to repaint the outside driveway wall.
- L. Battery back Up Pump TABLED
- M. Security Camera in South Elevator: Need to coordinate with Otis. c
- N. Carpet Cleaning: We had the hall carpets steam cleaned. Then Earl and Son leaned them too. Why? MC misinterpreted the contract as the annual cleaning was optional and that Earl and Son would have had to schedule it with MC. Per the contract wording, it is not optional, it is a contracted service and MC needed to contact Earl and Son to tell them not to do them. Since MC did not do this, the Association must pay the bill. MC was to take care of the payment.
- O. Sprinkler System Inspection – Affiliated
- P. New Elevator Lobby Lights: PBM will install them at \$40/hr. Moved: Jeff Pisani; seconded: Marti Gusloff; APPROVED

10. NEW BUSINESS

- A. Building Entrance Key: Replace broken key: \$15. Replace lost key or buy an additional key: \$35. Moved: Jeff Pisani; seconded: Marti Gusloff; APPROVED.
- B. Roof Hatch TABLED
- C. Garage Overhang TABLED (Need 3 bids: Tidewell, Windward, Norton)
- D. Artist Touch Proposal for Hallway Painting (\$35,240). We need at least another proposal.
- E. Specialty Mat Services (carpets in lobby): \$68 monthly. The Board agreed to renew the contract.
- F. Proposed Rules & Regulations: Reviewed, but Michaelene needs to get law information to Mary Lou concerning insurance.
- G. Garage Safety Warning Lights: Install Red and Green Lights on the outside of the garage to warn when garage door is opening and closing. Moved: Jeff Pisani; seconded: Marti Gusloff; APPROVED.
- H. In-Unit Plumbing Inspection TABLED (very expensive)
- I. Need override key for key lockboxes.

11. Homeowner Certificate of Insurance Tracking: Discussed.

12. Homeowner INFO

13. Work Orders

14. EXECUTIVE SESSION

15. EXECUTIVE APPROVALS

16. ADJOURNMENT: Moved: Gail Marconi; seconded: Mary Lou Muehleis; APPROVED.

Respectfully submitted by:

Mary Lou Muehleis, Vice President