

The Lofts at Westinghouse Condominium Association

Minutes of Board of Managers Meeting

November 13, 2013 6:48 -- Unit 211

Present: Mike, Matt, Pam, George, Carole, Ellen, Jim

The November meeting of the Board of Managers was held on November 13, 2013 at 6:48 p.m. in Unit #211 at The Lofts at Westinghouse. A quorum was established with the following managers present: Carole Allen, Matthew McKee, Pamela Ross, Michael Sambuceti and George Scala. Also present were Jim Sisk and Ellen Brown of R Brown Partners and 3 unit owners.

6:48 Owners' participation opened.

As is the custom of the board, the first 15 minutes of each trustee meeting is open to any unit owner(s) who would like to address the board.

A studio owner spoke to the board and supplied plans for adding a free-standing glass conference room (attached). The board emphasized that approval is contingent upon supplying the proper permits and compliance with any fire codes and recommended the owner speak to abutters. Certificate of Insurance is required of contractor working in the studio.

Another unit owner requested permission to store chairs and tables in the electrical room off the lobby and would make use of these tables and chairs to unit owners. A sign-up sheet will be provided and board asked that a disclaimer be added such as "use of these items are at your own risk".

Another unit owner inquired about the availability of additional parking spaces and was directed to call the development company.

7:04 Meeting called to order.

1. Minutes of October meeting approved.
2. Need for Board approval for construction was discussed.
3. Repair estimate and issues for resurfacing of side lot were discussed.
4. Finances: the 2014 budget was discussed and the new budget approved by the Board with monthly condo fee increase.
5. The number and availability of Loft "guest parking" spaces was discussed. Frequent unauthorized use of spaces has been an issue. The board will establish rules for guest parking.
6. Vending machine proposal: no update.
7. New owner handbook was discussed and a date of January 1 set for 1st draft.
8. Quotes for insurance were discussed – no update.

9. Maintenance issues discussed: new trash and recycling room signs were reviewed. Revised copy will be printed and laminated.
 10. Dog registration for new owners discussed.
 11. The Board discussed that a form is required of an owner who intends to rent his/her unit.
 12. Storage availability in first floor business was discussed, construction has not yet begun. No info on price yet.
 13. Notice of fee increase needs to go in the mail 30 days prior to due date.
 14. Next meeting scheduled for Monday, December 16th.
- 8:30** Meeting adjourned.