

## The Lofts at Westinghouse Condominium Association

### Minutes of Board of Managers Meeting

September 9, 2013 6:45 -- Studio 7

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

**6:45** Owners' participation opened.

Concerns expressed:

Motion sensors not working in trash/recycling room – Management company will check on making them more sensitive

Objections noted about strong odor used by cleaning people. Board will request if they can use least toxic spray or none.

Residents asked about progress of elevator floor. Board reported that installation was scheduled for the 18<sup>th</sup>.

Parking surface progress. Board reported progress.

A resident expressed issues with placement and movement of lobby furniture/rugs. Taken under advisement.

Rolling cart being repaired by a resident.

Report was given on defective window replacement schedule and progress.

Report was made by HPOS member on banner and preparation progress.

**7:09** meeting called to order.

1. Management company supplied **financials**
2. **Minutes** of July meeting approved.
3. Various reports were supplied on the issues with the **parking lot upgrade**.
4. Management company reported receiving a bill for **taxes from Hamilton for parking spaces**. Also discussed the number of visitor spaces and possibly losing one to UPS Store tenant.
5. **Condo fee and Special Assessment** receivables discussed.
6. **Budget to date** discussed, payment resumed to reserve account. Possibility of small increase in near future discussed.

7. **Building exterior** was discussed, construction done on new garage bay door for new tenant without prior notice to tenants. Also removal of ventilation stack left behind on exterior of building when prior tenant left.
8. **HPOS**, glass cases on second floor and their removal was discussed. Management company will request removal.
9. **Web site** discussed, issues with security of condo docs being posted, new domain discussed.
10. Development of **new Welcome Packet** discussed and future meeting planned
11. Quotes being obtained for better rate for **condo association insurance**.
12. Elevator floor install scheduled for 9/18 using Bolon, a green product.
13. **Window cleaning** was discussed.
14. UPS Store will build out **storage spaces** but no pricing yet.
15. Check from Association for **window replacements in common areas** was discussed.
16. **Common area art update** was discussed. Art Committee should instruct artists to remove art that has been up and new art should be hung. Art Committee needs a new process for assigning and organizing the display space. Process for assigning members and organizing the art committee was discussed.
17. A resident has a new **remote lock mechanism** that will have to be removed per condo docs. Rescheduling another similar issue for future meeting.
18. **Thermostat issues**...G&G will adjust.
19. Request from Post Office delivery personnel for access to a **directory of unit owners**.
20. Discussion about **using local contractor**, license requirements, and limitations, for small repairs to common areas.
21. **Lights in stairs** discussed.
22. The next board of managers meeting was discussed but no date was established. Unit owner participation is scheduled **between 6:45 and 7pm**.

**At 9:00 pm** the meeting was adjourned.