

## **The Lofts at Westinghouse Condominium Association**

### **Board of Managers Meeting Minutes**

**May 11, 2020 6:45PM -- Virtual Meeting via Zoom**

**Present: Matt McKee, Kathryn MacDonald, Sylvia Baker, Pamela Ross, Matt Hogan, Jim Sisk**

The May meeting of the Board of Managers was held virtually via Zoom (due to the 'stay at home' orders to prevent spread of COVID-19 virus) on May 11, 2020, 6:45PM. A quorum was established with the following managers present: Pamela Ross, Matt Hogan, Sylvia Baker, Kathryn MacDonald and Matt McKee; Jim Sisk of R Brown Partners was also present.

**6:45PM** Open Session: No topics/questions presented by owners/residents.

**6:50PM** Regular meeting called to order.

1. Minutes from the April 11, 2020 meeting were approved.
2. Finances: March and April spreadsheets were reviewed, including delinquencies. Implications of COVID-19 on finances were discussed. CPA charges and review of tax returns were discussed; Board requested involvement in decision making relative to possible need to spend down SREC income to avoid taxation.

3. Maintenance: Fobs for the newly installed automatic doors are on order.

Dryer vent and upholstery cleaning will be done this year.

4. Motherbrook Master Board Meeting: scheduled for May 14. Maverick's need for more parking is on the agenda.

5. Other Items:

2nd Floor Flooring: Estimate for pre-stained wood flooring and installation has been delayed because of coronavirus restrictions.

Security cameras: eight new security cameras have been installed, providing high quality images; access via an app.

Hands-free soap dispensers for the Lofts common area bathrooms have been ordered. Second floor bathroom mural is on hold. Metal shelving to hold delivered packages will be set up on May 13. Handbook Updates will be reviewed.

Jim will explore an Amazon delivery service option that works in concert with an automatic door opener.

COVID re-opening: We will ask G&G if the exhaust from the gym can be vented into the condo exhaust system instead of directly into the hall way. Increased cleaning throughout common areas has been instituted; elevator button cleaning and protection will be discussed with the cleaning service.

Condo Annual Meeting: Virtual meeting is not permissible under current bylaws. Recommendation is to hold off on this meeting until it can be done safely. We will inquire of the condo attorney if he'd recommend changes to the bylaws as relates to Board meetings and the annual meeting being held virtually and what he estimates to be the cost of making these changes.

**8:00PM** Meeting adjourned.

**Next Meeting:** Monday, June 8, 2020, 6:45PM.