

The Lofts at Westinghouse Condominium Association

Board of Managers Meeting Minutes

June 8, 2020 6:45PM -- Virtual Meeting via Zoom

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

The June 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 June 8, 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: An owner had requested MotherBrook financials; annual summary statements have been provided. Security concerns regarding fireworks set off on property; trespassing complaint has been filed with the BPD, with accompanying security camera images of cars involved. Water reported dripping in the elevator; Jim will investigate.

7:00PM Regular meeting called to order.

1. Minutes from the May 11, 2020 meeting were approved.
2. Finances: May financials will be distributed this week.
3. Maintenance: Fobs have been programmed and distributed to those who requested them. No invoice received yet; Jim will send statements when received.

Dryer vent cleaning has been completed.

4. Safety/Security: Side gate will be locked to reduce traffic. More lighting in entry area and parking areas will be discussed with MotherBrook.

5. Other Items:

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

Security cameras: Images of cars involved in the fireworks incident were obtained and shared with BPD.

Hands-free soap dispensers for the Lofts common area bathrooms have been installed but will need to be moved closer to sinks. Handbook updates have been completed and Handbook is available on the website.

COVID re-opening: Jim will send information regarding a new HVAC technology for air treatment.

Condo Document Revisions: The condo attorney has drafted amendments to the condo documents to permit Board meetings, special meetings, and annual meetings and voting to be done electronically. A mechanism to have owners approve these amendments will be formulated, perhaps using Docu-Sign for signatures.

8:00PM Meeting adjourned.

Next Meeting: Monday, July 27, 2020, 6:45PM.