

## The Lofts at Westinghouse Condominium Association

### Board of Managers Meeting Minutes

July 27, 2020 6:45PM -- Virtual Meeting via Zoom

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

The July 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 July 27, 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 presented concerns about positive Covid resident quarantine and what might be enforceable in terms of oversight of said quarantine. It was decided to put up a sign on the front door noting the need to wear a mask on entering the building.

**7:00PM** Regular meeting called to order.

1. Minutes from the June 8, 2020 meeting were approved.
2. Finances: May and June financials were reviewed; budget is on target. Delinquencies reviewed. No impact of COVID 19 on budget has been noted. Additional SREC funds are anticipated. Awaiting explanation of increased CPA charges. Gym venting costs of approximately \$4200 will appear in July financials.
3. Maintenance: Fobs: Stanley will be contacted relative to reprogramming of fobs, as multiple residents have had difficulties with functioning of the fobs.
4. Safety/Security: An electronic fence is unworkable but an arm which can be lowered at night has been approved by MotherBrook Association and they are awaiting a proposal for implementation.
5. Draft Remote Meeting Amendment: Jim will contact Michael Merrill to proceed with the adoption of condo document amendments to permit remote meetings and voting. Signatures will be collected from owners; this can be done electronically.
6. Appointment of New Board Member: Kathryn MacDonald has resigned from the Lofts Board, effective immediately; the mid-term appointment of Carole Allen was approved.

7. Other Items:

2nd Floor Flooring: on hold. New contractor for installation of pre-stained wood flooring is needed.

Gym protocols: Gyms remain closed. For discussion at next Board meeting will be protocols for gym use, cleaning supplies, sign-in and sign-out sheets and CCS cleaning schedule.

Upholstery cleaning: Carpet and sofa cleaning will be scheduled.

Cintas mats: Jim will review contract with Cintas to establish change schedule for their mats.

**8:00PM** Meeting adjourned.

**Next Meeting:** Monday, August 24, 2020, 6:45PM.