

## The Lofts at Westinghouse Condominium Association

### Board of Managers Meeting Minutes

August , 2020 6:45 -- Virtual Meeting via Zoom

Present: Pam Ross, Carole Allen, Matt McKee, Sylvia Baker, Matt Hogan  
Jim Sisk of R. Brown Partners

The August meeting of the Board of Managers was held on August 24, 2020, at 6:45 PM via Zoom (due to the 'stay at home' orders to prevent the spread of COVID-19 virus). A quorum was established with the following managers present: Pam Ross, Carole Allen, Matt McKee, Sylvia Baker, and Matt Hogan. Also present was Jim Sisk of R Brown Partners.

**6:45 Open forum.** A request was made through a board member via phone call that the back entrance chain link gate be open during daytime hours or a key to the lock be made available to those that prefer to walk through that entrance. The board will discuss the possibility of adjusting the chain and lock to allow entrance of people but still block cars. Any other changes to that entrance are up to Motherbrook Association.

**7:10** Regular meeting called to order.

1. Minutes of the July, 2020 meeting were approved.
2. **Budget:** The board reviewed the July financials and continued to discuss SREC funds owed/anticipated and CPA charges.
3. **Maintenance:** The electronic door opener fobs and receiver were adjusted and seem to working much better.
4. **Safety/Security:** Front entrance gate was discussed further and is in consideration by Motherbrook.
5. **Draft Remote Meeting Amendment** was considered. The board is continuing to consider a remote approval process with electronic signature to address the change to the condo documents to allow remote meetings and voting.
6. **Other items:**
  - a. 2<sup>nd</sup> Floor repair still on hold to find a way to do it without denying access to units for the duration of the repair.
  - b. The Gyms will remained closed due to inability to adhere to protocols of use during COVID-19 health emergency.
  - c. Upholstery and rugs in common areas were cleaned.
  - d. Cintas mats change schedule is still in progress.

**8:19** Meeting adjourned.

**Next Meeting:** September 28, 2020 at 6:45 via Zoom .