

AGENDA	VOTES	ACTION ITEMS
I. CALL TO ORDER	5pm call to order	
II. APPROVAL OF PREVIOUS MINUTES	Previous minutes approved	
III. TREASURER REPORT	<ul style="list-style-type: none"> <li>• Account Balances: <ul style="list-style-type: none"> <li>◦ Planned maintenance Reserve at \$226,000 (above year-end Reserve Study forecast)</li> <li>◦ Operating down \$6k to \$45k. About the lowest this account has gone in a few years. (Due to insurance payment)</li> </ul> </li> <li>• Outstanding Owner Delinquency remains at just over \$20k, due from three owners, two are in collections; one getting worse, one getting better. The third is now over \$1000 but catching up.</li> <li>• Reserve Study to be approved, with notations and feedback. They recommend that we obtain bids for major replacements to more accurately forecast expenses and ensure proper funding.</li> <li>• We should be happy that the current Reserve Study analysis, our actual Reserve Account Balance, and the Annual Contribution in the Budget are all in sync.</li> <li>• 2025 Administration Items: Building Envelope Inspection, Level 2 Reserve Study</li> </ul>	

IV. UNFINISHED BUSINESS		
Window washing	Window washing: on-site all day; 1 <sup>st</sup> /2 <sup>nd</sup> /3 <sup>rd</sup> floors done but 4 <sup>th</sup> -6 <sup>th</sup> floors not done?	<b>Erin</b> will contact washer company regarding when rest will be completed
Fire system repairs	Sprinkler credit was reduced on HOA insurance- <b>raised our cost by ~7K</b> . Fire dept cannot connect to building and sprinklers on 4 <sup>th</sup> -6 <sup>th</sup> floors non-operable	<b>Erin</b> will contact Action tech for quote to connect commercial space. <b>Erin</b> to get sprinkler proposal from Wyatt
Garage door repair	Scheduled for 4 Dec	<b>Erin</b> will send note to occupant of 306 (parking space in way of repairs)
Elevator	Centric showed on 3 Oct  Scratching on 1 <sup>st</sup> floor elevator	<b>Erin</b> following up to get missing quote from them <b>Brian</b> working on quotes for 1 <sup>st</sup> floor elevator steel guard (will require Centric to take elevator offline)
Leak repairs	Leak testing was done for 303 and 102; Several units above and next door were inspected but the source of 303's issue was not pinpointed. 102's <i>may</i> be caused by 306 (unconfirmed/questionable)	Unrelated but similar topic: <b>Erin</b> to locate invoice for in-unit repair (unit 306, \$481) that was paid by HOA and forward to 306's owner for payment.
Painting and carpet on 2 <sup>nd</sup> and 3 <sup>rd</sup> floors	Was in 2024 budget but not yet done	<b>Brian</b> to get price quote
V. NEW BUSINESS A. ARC Requests/Complaints/Violations	No ARC or complaints/violations presented	
VI. OWNERS FORUM	(Reflected above)	
VII. NEXT MEETING DATE	500 pm on Thursday 9 Jan	Will be annual meeting- several board positions open
VIII. ADJOURNMENT	540 pm Meeting adjourned	