

The Commons at New Street

Board Meeting Minutes

May 29th 2024 – 4:30 PM

via ZOOM

I. Call to Order -Attendance

The meeting was called to order at 4:35. In attendance: Karen Oglesby (Chancellor), Juliana Martel, Edsel Tan, Larry Fitzgerald, Jason Muscavage, and Chris Knell.

II. Minutes Approval – 2024 Annual (March 20th)

The Annual Owners Meeting minutes from the March 20, 2024 meeting were approved. The meeting minutes from the March 20, 2024 Executive Board were approved contingent on adding a list of the attendees.

III. Financial Review

- a) Delinquencies – At this time, only one owner is delinquent. Dues through the end of the year for this owner have been accelerated bringing the total delinquency amount to approximately \$18,782. Legal proceedings are underway.
- b) Reserve Fund – The value of the reserve fund is presently approximately \$83,000.
- c) Reserve Fund Transfers and Cash Flow – Due to the delinquency, monthly transfers to the reserve fund will not be made for May. This may continue for some time. It is anticipated that once the delinquency is remedied, the reserve fund will be made whole.

IV. Old Business

- a) Permits for Parking Lot Fence – Two primary options were identified 1) avoid the need for a permit and install instead a 6' fence 2) proceed with the permit application for the 8' fence and

hope that Zoning does not require that the association move the curb-cut to match the location of the parking gate. If moving the curb-cut is required, the cost of the project will increase significantly. Some board members felt that if we cannot have an 8' fence installed that we should not proceed with the project since a 6' fence will not significantly improve security. Karen was directed to advise O&S that they should proceed with the permit application and the board will await L&I's response before making a decision on the future of the project.

- b) Dryer Vent Cleaning – It was generally agreed that dryer-vent cleaning be required for all units that do not have vent-less dryers. The association will coordinate with a vent cleaning contractor. Karen will send a memo out to all owners. Cleaning will be scheduled not less than 30 days after the memo is sent. The cost per vent will be approximately \$230.
- c) Roof – Inspections, Policy – It was recommended that a reminder be sent semi-annually to all owners stating that to avoid compromising the roof warranty, any work done on HVAC units must first be approved by management.
- d) Basement Project – A motion was made to proceed with the O&S proposal to develop documents for a short-term solution for the deteriorating structure in the utility basement under the sidewalk. The motion was seconded, and all voted in favor of proceeding.
- e) At this time, the potential project of replacing the flooring in the hallways has been tabled.

V. New Business

- a) Nolt Reimbursement Agreement for 4B – It has been more than a year since the roof project was completed. No additional owners have notified management that they are experiencing HVAC problems caused by the roofing project. A motion was made and seconded to authorize documents that release Nolt

from further responsibility for damage to HVAC systems. The motion was approved.

- b) Leak in 1B – Sealing Exterior Wall – A motion was made and seconded to authorize the emergency repair of the leak in 1B for \$1,000 by Weber. All voted in favor.
- c) Coating 6A Exterior wall – This work addressing the ceiling leak in 5B for \$2,500 was previously approved via a vote by email.
- d) AC Condenser Mounting Bracket on Roof (2A) – Karen is getting a second quote for this work to repair the mounting bracket. Karen will review the condo docs to determine if the cost of the repair is the responsibility of the association or the owner.

VI. Next Meeting – The next meeting will be held after we have additional information about the parking lot fence permit and about the probably costs for the short-term basement project.

vii.Adjourn – The meeting was adjourned at 6:10.