

June 12, 2024, Board Meeting Minutes

Started at 4:01 with Larry Lawwill, John Chagnon, Paul Dolinsky, Charles Krewson and Property Manager Larry Rowse in attendance.

Diamond Building Services proposal to wash windows was approved with the stipulation that they also clean greenhouses in the back of the building.

The minutes of May 21, 2024, were approved.

Treasurers' Report: The treasurer requested that CSI look at the bundling of the 5 building phone lines that are in a holdover contract from WC Smith for economies. CSI to check if the building pays finance charges on unpaid balances of insurance policies as opposed to paying in lump sum. CSI will check if there is a discount available for one payment.

The audit report is pending resolution of capital improvements on the financial statement. CSI to adjust their internal reporting going forward to reflect the segregation of maintenance items versus capital improvements.

The DoorKing intercom system was discussed, and the board asked CSI to price out an up to-date version by the same company.

Managers' Report: A late payment and collection policy was approved with an effective date of August 1, 2024. Phase 1 (of a 3-phase process developed by Paul Dolinsky) for the restoration of decorative iron work on the building façade was discussed. There was a CSI proposal from Tech Painting and one from Paul's personal contractor. It was determined that the proposals were not for the same work and both parties will be asked to bid for the same scope of work.

Designs and sizes for new entry and lobby mats were discussed and CSI will proceed with the approved design and sizes.

Security cameras were discussed with additional research and bidding to be done by CSI.

The leak into the roof of the portico from 302 balcony was discussed and CSI will coordinate with apartment 302 for access.

Wabash Construction proposal to replace the rear door was approved. The boiler room drainage issues were discussed, and it will be investigated further by SRG Structural Rehabilitation Group. SRG was approved to visual engineering survey of the building to aid in implementing a reserve fund for the building.

Paul Dolinsky prepared a scope of work for the lobby painting as part of the ongoing restoration effort. It was decided that CSI must investigate the wiring of the lobby and we must coordinate the new security camera installation before any painting can commence. There was one bid submitted and another will be obtained.

Old Business: Regarding duct cleaning it was determined that further investigation is required. Paul did a survey of missing mullions and found that there are 6 missing on the façade and 3 have been found. CSI will investigate this further. A new tree has been requested from the city for the 16th Street empty tree bed.

The basement apartment rehabilitation was discussed, and it was agreed that CSI must first check the state of plumbing leaks before any work is started. A new floor and paint job was determined to be what is required to make the space habitable.

New Business: The board will do a survey of all keys for units kept in the lock box to see if any are missing. We will write a letter to owners asking permission to test the keys that are there and then request copies of keys for any that are missing. Owners can refuse to have a key stored but will have to acknowledge that in an emergency their apartment may have to be entered with force. Pending closing on unit 205, the board approved the renovation of a closet.

The meeting adjourned at 6:34