

RA QUARTERLY MEETING - NOVEMBER 15, 2017 @ 6:00PM

BOARD MEMBERS PRESENT: ABBY, BRAD, TONY, NANCY & JO

CAP MEMBERS PRESENT: HEATHER & WES

JRJ PROJECT MANAGER PRESENT: NONE

QUARTERLY MEETING AGENDA

TIME:	TOPIC:	NOTES:
6:00PM	WELCOME	Wes presented the board with a board packet, and introduced himself and Heather.
6:05PM	APPROVAL OF QUARTERLY AUGUST MEETING MINUTES	Meeting Minutes Approved
6:10PM	JR JOHNSON REMEDIATION & CONSTRUCTION PROGRESS UPDATE	<ul style="list-style-type: none">→ JRJ is finishing up the project & is completing another walk through after the meeting with Matt to finalize a final "punch list" for JRJ.→ Nancy inquires about plumbing issues and it is noted that any gray line issues are being connected to the fire issues, and any other line issues are at the expense of the building/owners. Wes notes that he has been in contact with a plumber for some units already, and notes that he wants a plumber that is responsive and can immediately put us on the schedule to assess plumbing within the building. CAP and Board discuss fire-related vs. non-fire-related plumbing issues.
6:15PM	OPEN FORUM/QUESTIONS: 5 MINUTES PER HOUSEHOLD	<ul style="list-style-type: none">→ Unit 111 - Discussed plumbing issue (toilet). Since plumbing is shared it is a good reminder for people to remember to not flush items that are not toilet paper, down the toilet. Wes suggests a whole building plumbing assessment be completed in 2018. He notes that he will have bids prepared for the board at the February board meeting so we have a direction and a scope.→ CAP - Elevator Contract Question - TKE contract through 2020. Schindler installed current elevator, and has suggested ending TKE contract so that we can use Schindler's warranty. Board has agreed to move forward with trying to keep/use Schindler's warranty rather than TKE. Wes will have recommended direction on this matter by the end of November - He will look at TKE & Schindler contract.<ul style="list-style-type: none">◆ Heather notes that TKE has billed RA for elevator services during the fire, however Heather is working towards

		<p>getting all bills waived during the time the building was vacant. Board voted for her to continue to get bills waived since their services were not provided.</p> <p>→ Unit 203 (information noted via email) - Noted that board meetings need to be set in advance and dates are non-negotiable so that out of town owners can plan to attend. The board noted that they have a board calendar that they can share for the website, and noted they will try to stick to the dates as much as possible. Please note that In the lobby of the building a group-speakerphone option is difficult unless you ask a neighbor to use their personal speakerphone on their phone.</p>
6:35PM	VERIFY QUORUM OF BOARD MEMBERS	Quorum Present
6:38PM	APPROVE OR AMEND THE AGENDA	Agenda Approved
6:40PM	RA PRESIDENT REPORT	None
6:50PM	<p>RA TREASURER REPORT</p> <ol style="list-style-type: none"> 1. 2018 BUDGET UPDATE 2. RESERVE STUDY UPDATE 3. 	<p>→ Budget & Reserve Study Update:</p> <ul style="list-style-type: none"> ◆ The major budget changes for 2018 are an allocation of the reserves and an increase in insurance premiums. ◆ Reserve Study Budget Updated: Certa completed a Level 2 reserve study, since we had so many components of the building changed due to the fire (ie paint, etc). Certa notes there are many exterior changes/needs, in the near future, to the building which lead to a need to increase the reserve expenses/funds (goal to increase reserve study by 5% this year). The adjustment and need for more funds in the reserves is also due to the insurance increase. This means HOA dues will be increased by approximately 5% for owners. ◆ Upcoming Projects = Fire escape (board will continue to contact our company hired for this job so we can get a start date planned (their schedules are booked)), Roofing, Exterior maintenance (brick masonry/sealing, etc). <p>*2018 Budget is approved - Which includes a 5% HOA dues increase effective January 1, 2018</p> <p>→ Additional Budget Items to Discuss:</p> <ul style="list-style-type: none"> ◆ Wes suggests having a collections firm as part of the collections resolution - Wes will present a draft of this at the February board meeting.

		<ul style="list-style-type: none"> ◆ Outstanding Invoices for Jet Communications - Brad suggests disputing the bills with Jet Communications (for additional fire-related services for set-up), discussing relationships and future services, and contact George with our insurance claim to possibly pay the extra bill expenses due to the fire.
7:00PM	<p>HOUSE COMMITTEE REPORT</p> <ol style="list-style-type: none"> 1. LANDSCAPING 2. BIKE ROOM UPDATE 3. INTERNET/CABLE CHECK-IN 4. RENTAL/FOR SALE SIGNAGE REQUESTS 	<ul style="list-style-type: none"> → Nancy reports that she met with some owners and discussed the following items: <ul style="list-style-type: none"> ◆ Possible Bike Room Update ◆ Possible No Smoking Policy - Wes notes this is an amendment to bylaws which includes 75% vote. Wes notes he has completed this in a building before, and is willing to take this on if the board/residents are interested in pursuing it. He does note that we want an attorney to draft and back up the resolution. ◆ Possible Cable & Internet Service Changes ◆ Possible Laundry Room Update - We currently have Coin Meter ◆ Landscaping Check-in - Everything looks good :) ◆ Possible FOB System ◆ Possible Lease Length ◆ Possible Idea/Suggestion Box → Jo notes a survey will be sent to owners to prioritize the above items, as these same items were already included on a survey that the board was intending to send out. → An owner notes that the lockbox was broken into and the key was stolen out of it. Wes discusses options: rekeying or looking into security team/options. Abby notes she would like to table this conversation, but let owners know about the stolen key so they can take preventative measures (such as locking unit doors). Heather notes she will look into internal lockboxes. We will revisit this conversation as a board and assess options for safety. → Rental/For Sale Signage - Notes that only temporary signage is allowed, but it still needs to be submitted and approved by the board before it is used. → Elevator pads & arrival buzz will be fixed in the coming weeks. → Nancy will contact landscaper to cut back the bushes which are in violation of the fire marshall's building check.
7:10PM	CAP REPORT	Wes notes that Heather serves all CAP communities, and serves CAP

		<p>employees. We have all loved working with Heather, and she continued with RA because of our extenuating circumstances and has gone above and beyond with RA. Now that our large building project is coming to a close, we want to get Heather back to her original role with CAP, and now Wes will step in and take over Heather's role with RA. The board notes that the shift is necessary, and we thank Heather for ALL the work she has done for us. Wes and Heather will work on transitioning asap.</p>
7:20PM	<p>UNFINISHED BUSINESS: 1. FIRE ESCAPE STATUS/UPDATE</p>	<p>→ Reminder Update: The city has approved the permits for the fire escape projects. We are now waiting for the contractor we hired to have an opening in their schedule. It is noted that this project is specialized work, is very uncommon, and is very labor intensive which is why we need to wait for the company to have dedicated time in their schedule for our project.</p> <p>→ The board reminds owners that the work is being performed on the fire escape platforms, and that these platforms are not balconies. The fire escapes need to remain clear as per our rules and regs, and our meetings with the fire marshall. The balconies attached to other units will be spot repaired and cleaned, but do not need to be replaced.</p> <ul style="list-style-type: none"> ◆ The fire marshall notes that we need to disseminate the information he gave to us - The state of the fire escape is unsafe (only to be used as a last resort) and owners need to discontinue personal use of fire escape platforms. Board/CAP will send the fire marshall report to all owners, so that all owners are aware of this update/change/safety issue.
7:30PM	<p>NEW BUSINESS: 1. VOTE FOR NEW BOARD MEMBER</p>	<p>No owners were interested in the open board member position, so the board will continue as is until the next meeting. The board asks that owners think about if they would like to be involved in a board position and will reopen the discussion and nominations at the next meeting. If you are interested you can email CAP prior to the next meeting.</p>
7:50PM	<p>MEETING ADJOURN</p>	<p>★ Next Meeting Date: Wednesday, February 21st, 2018 * Please note that this date is tentative and subject to change to accommodate board work schedules but we will do our best to update this asap if something changes - Thank you for your flexibility!</p>