



**Board of Directors Meeting Minutes
January 21, 2021**

Board Members:

Tom Burke
Larry DeBow
Dave Khadra
Michael Ladd
Pete Randazzo

Metro Group Management:

Jason Channell

Co-Owners:

Closed Meeting

WORKING SESSION: 4:30 pm

- Meeting was held in the Club House
- All participants followed the CDC guidelines for COVID-19

Call to Order:

- Meeting was called to order by M Ladd at 4:36 pm

Working Meeting

- Board Replacement – Larry DeBow retires
 - Catherine Clayton appointed as replacement – Vote 5/0
- Work Order Status – J Channell
 - 148127 Bldg. M sill plate – assigned to MRC
 - 147132 Bldg. G Carpet Cleaning – waiting on schedule from contractor
 - 145954 Replace Gate Valves Bldgs. B, C & I – waiting on schedule from contractor
 - 135567 Gutter Cleaning D, F, G, H, I – Quote pending
 - 138717 Replace Eight (8) Club House Windows – Quote pending
 - 135664 Window Replacement 3356 ASD – Quote pending
 - 145804 Window Replacement 3372 ASD – Quote pending
 - 134868 Window Replacement 3438 ASD – Quote pending
 - 145906 Window Replacement 3386 LLC – Quote pending
 - 133648 Window Replacement 3416 LLC – Quote pending
 - 134970 Window Replacement – 3422 LLC – Quote pending
 - 143448 Window Replacement – 3432 LLC – Quote pending
 - 132425 Plumbing Repair – Final approval pending
 - 146381 Bldg. Maintenance – Assigned to MRC
 - 143174 Brick Repair – Board reviewing quotes

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- Complete Work Orders: 135213, 146720, 144482, 148126, 148128, 147363, 146526, 148864, 146523, 147131, 146525, 146790, 136350
- Invoices Needing Approval – J Channell
 - Ready-To-Roll – Painting Hallways Bldgs. G, I & K – Approved 5/0
 - B-Dry – Bldg. H Crawl Space Completion – Approved 5/0
 - ACE – Wall Completion – After Final Inspection – Approved 5/0
- Window Policy Zoom Webinar Meeting J Channell Status
 - Tuesday, January 26 at 7p.m
 - Hosts: Jason & Attorney James Tocco
- Building A – Structural Status
 - P Randazzo to ask Waterford Twp. Bldg. Dept. to conduct an inspection of his floor
- Building H – Crawl Space Status
 - Thermostat needs to be reattached to wall – MRC to inspect and have B-Dry reinstall
 - Alarm system – assign contact person and contact information
 - T Burke requested Metro to scan paperwork/operating instructions from B-Dry
- 3442 ASD Window Status – Board reviewed & approved Metro letter, send to Co-Owner
- 3432 LLC Window Status – review with Wallside at upcoming meeting on Jan 27th
- Parking issues – R Locher – Status
 - J Channell to supply R Locher with determination from attorney based on Amended Master Deed & Bylaws dated February 2016
- Building M Steps – Status
 - MRC to place orange caution cone on step until weather permits repair work
- Landscape & Snow Contract – Status
 - J Channell provide draft contract for Board to review before seeking bids
- 3430 ASD Alt/Mod Form for insulation – Status
 - Contractor has supplied paperwork for Board approval
 - Schematic of planned work needs further detail and explanation
 - J Channell will direct contractor to contact D Khadra for plan clarification
- Holland Drywall Status
 - J Channell to supply V Holland with opinion from attorney
- D Fordon Water Leak – Pilot Vent Stack Status
 - P Randazzo provided D Fordon with a proposal to raise vent on exterior stack
- Snug Harbor Wall Status & Next Steps – Dave – All
 - Landscape Proposal Scheduled for Presentation to Board on Jan 25th
 - D Khadra & M Ladd scheduling 2nd meeting with Pat McWilliams at Kieft Engineering

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- Electrical Panels in all Buildings – Status
 - D Khadra & P Randazzo investigating alternate providers for Buss Bars
- New MRC Structure and Procedures – Status
 - D Khadra working with Committee to establish disciplined process and procedures
- Year-end financial analysis – L DeBow provided final documents before his resignation
- Adams Landing Website proposal ready to review with Board on Jan 25th
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Meeting adjourned: 6:04 pm

Michael Ladd
Secretary