

Lofts at Wetherington
Board Meeting **MINUTES** August 21, 2024

Meeting Type: Monthly Board Meeting

Meeting Date: Wednesday, August 21, 2024

Location: Clubhouse

Opening: The meeting was called to order at 5:30 p.m. by Jane Staubitz. Present were Board Members Jane Staubitz, Emilio Perez and Joe Jenzio. Millie Edgington represented Advantage Property Management, Inc.

Minutes of Last Meeting: The minutes of the July 10, 2024 meeting of the Board were reviewed and approved after corrections were made.

Financial Reporting: The July 2024 financial was distributed to the Board. Millie will check on the income interest to see that it is properly categorized and email a complete transaction detail report for Jane to review for 2025 budgeting costs.

BOARD TASKS:

Jane: Work on welcome packet for new owners and get costs of signs for each entrance reminding everyone to please make sure door is completely shut and locked. Perform a community walk-through of her designated area for any items needing attention. Email newsletter items to Amanda Hale.

Emilio: Work on welcome packet for new owners. Perform a community walk-through of his designated area for any items needing attention. Email newsletter items to Amanda Hale.

Joe: Work on welcome packet for new owners. Gather information for removable cameras. Perform a community walk-through of his designated area for any items needing attention. Email newsletter items to Amanda Hale.

ITEMS APPROVED IN BETWEEN MEETINGS

OLD/UNFINISHED BUSINESS

- Maintenance Plan – Millie will email updates every Friday to the Board.
- Lease Status – All have been received. One person paid their fine. One asked for forgiveness. Millie will email the Board the owner asking for forgiveness.
- CertaPro is almost completed with the community. A final walk through will be conducted after the new repairs have been made and they have been painted.
- Gutter Cleaning has been put on hold until fall – Advantage or BLB will clear the one garage gutter needing cleared.
- Bracco Window cleaning will be scheduled after painting is complete.

- CPA has obtained a file copy of the community for his audit and have visited Advantage Property to review the office files for completion of the audit.
- BLB has added checking for trash bulk items on to his weekly inspection and call Millie for approval.
- The worst damaged corkboards will be replaced with new corkboards that we have in stock.
- Millie will obtain a bid for BLB to just re-paint worn-off/illegible parking space addresses.
- Millie will get costs and options on pool tiles
- Millie looking for option on getting crack filled/repared on north garbage pad
- Pool Fob/Card update. We had pretty many not send their card number in. We will continue to remind owners that even next year their card will not work.

NEW BUSINESS

- Fall community walkthrough done in pieces – Millie entire community; Jane backs of all buildings and garages; Emilio front and inside of north buildings; Joe front and insides of south buildings and 7314.
- Millie will obtain bids for landscaping, snow removal, maintenance, carpet cleaning, trash services, hallway cleaning, pool maintenance and pond maintenance.
- Pool closes on September 3rd. Millie will ensure the pool phone is shut off.
- Millie will contact Watkin Heating to get their recommended maintenance of the new HVAC unit.
- All smoke alarm batteries will be replaced.
- Haag will be contacted for their fire extinguisher inspection and to start a schedule of changing the extinguisher cabinets.
- Millie will ensure the irrigation is shut off for the season.

TABLED ITEMS

Sealcoating

The front entrance sign replacement

ADJOURNMENT – The meeting was adjourned at 7:00 p.m.

Next Meeting – Wednesday, September 11, 2024 at 5:30 p.m.