

The Lofts at Wetherington Condominium Owners' Association, Inc.

Board Meeting

MINUTES

June 27, 2023

Meeting Type: Monthly Board Meeting

Meeting Date: Tuesday, June 27, 2023

Location: Virtual

Opening: The meeting was called to order at 5:30 p.m. by Adam Ross (President) Present were Adam Ross (President), Jane Staubitz (Vice President), and Amanda Hale (Secretary). Millie Edgington represented Advantage Property Management, Inc.

Minutes of Last Meeting: The minutes of the May 15, 2023 meeting of the Board were reviewed and will be approved via email.

Financial Reporting: The May financial was emailed to the Board. Delinquents were also discussed.

MANAGER'S REPORT:

1. Duke will be contacted for a date and time to meet for an additional light at the North Entrance of the community.
2. 2 dead bushes in front of the clubhouse need replaced. Green Paradise will be contacted to meet on site to discuss replacement.
3. Millie contacted the owner of 7343A to discuss them obtaining a contract to replace vinyl covering in the hallway. The contractor they hire must be a commercial contractor who is knowledgeable in installation of vinyl wall covering. We have the vinyl covering in the clubhouse and Millie will meet with the contractor to give them the covering.
4. Millie presented bids on the balcony sealing per spec for Board Review. Jane will contact Millie and the Board by Friday after validating them.
5. Millie received a bid for pressure washing the pool deck for \$500. After review of the balcony sealing bids, a decision will be made on who will perform the pressure washing.
6. Garage door owners received a letter asking for a picture of the interior of their garage door where the opener attaches to the door. We are looking to see if there is a strut across the top. If there is not, are there any signs of stress around where the door opener attaches. Millie has received many photos. Millie will review the photos and determine which garages have the strut and which ones do not.
7. Millie will confirm that our standard 1/4" or greater height, and 1/2" or greater width would require repair/replacement is reasonable and find out what triggers repair vs. replacement.
8. Maintenance will be asked to install brighter bulbs in 7337 chandelier.
9. Millie will email Jane her list of maintenance so she can combine what she has with Millie's list. Jane will prioritize the list.
10. Millie discussed Five Star Maintenance to performing a walk through for maintenance of the entire community. Five Star would assume responsibility for

major maintenance and preventative maintenance at \$55 an hour and \$65 an hour if a ladder is needed. After the walk through, a list of priority maintenance will be presented for the Board's review and approval.

11. Millie will draft and Board agreed Jane could approve letter/email to Owners and renters regarding Lofts Grill Policy and letter from West Chester Fire Department.
12. Board reviewed status of unit [REDACTED] where lien has already been filed with no action. Owner was contacted twice by Jane. He requested summary – does not remember receiving lien notice and late notices even though address was verified. Millie re-sent. On 6/27 owner promised to go into Advantage by 6/30/23 to resolve. Board approved foreclosure to be filed if owner does not make reasonable timely attempt to resolve
13. Millie will confirm why late fees and fines paid are not showing as separate line item on financials – all agreed they should be
14. Millie will correct CD due date for GE
15. Board approved having Advantage clean cobweb above entryway monthly at cost of \$104/month
16. Millie will email an updated lease tracking file with corrections/notes to Jane. Millie will obtain “proof” of family relationship on at least 2 of the condos in question.

BOARD ACTION ITEMS:

Jane received a bid from Cincinnati Horticulture for additional drainage and pop-up drains. Jane will verify if we have the correct building address for what we need and send motion to proceed.

Jane will perform an audit of handicap spaces.

Amanda converted all PDF community forms and policies to Word. Jane will change the management contact information on all forms.

Amanda will present a newsletter for Board review and approval.

Adjournment – The meeting was adjourned at 7:30 p.m.

Next meeting – Wednesday, July 12, 2023 at 5:30 p.m.