

Filmworks Lofts Condominium Association Annual/Board Meeting 01/17/2019 – 7pm

----- 7:02pm Annual Meeting called to order -----

Attendees

Jim Dykehouse – President
Kim Minnaugh – Vice President
Stephanie Daugherty – Treasurer
Dave Erickson – Secretary
Mark Angebrandt – At Large
Sam Segvich – Property Manager/Delaware Realty Group

Annual Meeting:

A head count was taken to ensure that the minimum requirement was met for a quorum to vote for new Board Members. The requirements were met. Two board positions were open. The “at large” position was a one year term, and the Treasurer position was an appointed position due to the previous Treasurer moving out of the building. The President, Vice President, and Secretary positions were all 2 year terms. Stephanie Daugherty (G309) and Colleen Roach (804) volunteered to run for the two open positions. There were no other volunteers or nominations. Since there are only two volunteers for the two open positions there was no need to take a vote between candidates as all open positions are filled.

Mark A motioned to adjourn the Annual Meeting. Stephanie D seconded. All were in favor.

----- 7:07pm Annual Meeting adjourned -----

----- 7:08pm Board Meeting called to order -----

Attendees:

Jim Dykehouse – President
Kim Minnaugh – Vice President
Stephanie Daugherty – Treasurer
Dave Erickson – Secretary
Colleen Roach – Asst. Secretary
Sam Segvich – Property Manager/Delaware Realty Group

Meeting Minutes:

Kim M motioned to approve Minutes from previous session. Stephanie D seconded. All were in favor.

Budget Update Through 11/30/2018:

There is a total of approximately \$635,000 in all accounts. Accounts receivable total \$8,000. Year to date expenses are \$39k under budget.

Facade repair:

Repair work has been suspended due to the cold weather. Scaffolding has been removed. Work will resume in the spring when the weather warms up.

Timber Roof Replacement and Repair of the West Stair Roof:

The plan is to get all the preconstruction work complete this winter so that the repairs can kick off in the spring of 2019 including the west stairwell skylight/roof replacement and the OSHA safety anchors. Initial bids are due in approximately 2 weeks from the roofers. Coordination meetings need to be held to discuss dumpster locations and the sequence of the roof repair. Meeting to be scheduled with the two unit owners that have roof decks. The roof can't be replaced without removing the decks. Decks are replaced by the individual unit owners to match the Trex material used on the balconies. Roof replacement is by the association. It was questioned if the demolition costs of the decks were covered by unit owners or by the association. Unit owners stated that they would not have to replace their decks if it were not for the roof replacement project. Responsibility for cost to be researched. Subsequent meetings will be held with the unit owners to review the findings. Additionally, the board will provide the roof architect info to unit owners with decks.

Officers Selection:

Board members discussed filling the Board positions. Positions were filled as follows:

- President – Jim Dykehouse (701) – one year remaining on 2 year term
- Vice President – Kim Minnaugh (109) – one year remaining on 2 year term
- Treasurer – Stephanie Daugherty (G309) – 2 year term
- Secretary – Dave Erickson (901) – one year remaining on 2 year term
- Asst Secretary – Colleen Roach (804) – 2 year term

Annual Budget:

Overall budget was reviewed. Question was asked about a \$50k line item for roof anchors. This is a placeholder for the required OSHA roof anchors for window cleaning. The work will be competitively bid. Stephanie D motioned to approve the budget. Colleen R seconded. All were in favor.

----- 7:31pm Board Meeting adjourned -----

Open Discussion

- Cleanliness of the building. Specifically, there is an area at the bottom of the stairs in the basement that needs to be cleaned. Generally, there were some checklists that were generated several years ago that can be used as a guideline.
- AJ provided thumb drives that included the checklists and other information from when he served on the board.
- The City Portal should be checked periodically for violations.
- A building portal/website needs to be developed. A committee will be established. Mark Angebrandt volunteered to chair the committee.

- Bike room cleanup was discussed. Removing old bikes and providing a service for tune-ups. Working Bikes on Western was suggested as an option to donate old bikes.
- Kitchen stack cleaning was questioned. The lower levels of the building have been jet rodded every 9 months. There have not been any recent occurrences of plumbing backups. The need for adding the cleanouts on the upper floors is still under review. It was suggested at the last Board Meeting to do some investigation with a camera to see if the cleanouts are necessary. It was also discussed that the cleaning can be done through a sink by removing the p-trap.
- Ramp at the south entry. The wooden ramp is problematic. There was a past project that had been discussed to replace the concrete, however it got hung up with handicap accessibility requirements. It was discussed to replace the sidewalk and not make an official handicap entrance.
- Guest parking signs. Request was made to replace the signs as they are getting faded. Signs will be replaced when the parking lot is resurfaced. Additionally, when the lot gets re-stripped the visitor spots will be painted a different color and labeled as a visitor spot, and owner spots will be labeled reserved in addition to the spot number.
- Security Cameras. Request was made to develop a formal policy for access to and review of the security camera footage. Currently only Board Member Dave Erickson (901) has access to the cameras. Policy to be developed.
- Trach chute fire. The initial review indicates that the fire may have started by a unit owner who disposed of ash from a fireplace down the trash chute. The owner did not think the ash was still hot. The fire sprinkler that is within the trash chute extinguished the fire. The fire department did respond to the alarm, but the fire was out before they got here. The Board is planning a walkthrough with the fire department to review the overall fire safety of the building. It was also suggested that the fire department come in to give a safety talk to the building.
- Fireplace maintenance. Unit owners that have fireplaces with chimneys are required to have them cleaned and inspected every 2-3 years by a certified chimney sweep. Board/Delaware to research and reach out to those units.

Next lobby meeting 2/7/2019 at 7:00pm