

Report of
Building & Grounds Committee of Building 15

January 13th @ 5 pm

Committee members in attendance were Linda Castiglioni- Chair, Kevin Castiglioni, Carol Sabatke, Jill Bailey, David Aries, Dan Bredesen, Maintenance Supervisor, and Stacy Wilhelm, General Manager.

Mailroom shelf & package delivery- The committee has identified the location within the underground garage that they would like Fedex, UPS, and the USPS to deliver packages. This area has been cleared out by maintenance, and David has been researching shelving. This will be further discussed during January's board meeting.

Flooring Policy- The committee will review the current flooring policy and compare to the General Resident Policies.

Signage update- Jill discussed a recent email she had sent out with recommended updates. This will be further reviewed during January's board meeting.

Lions flag placement- The Board approved during December's board meeting. David has registered the building and the bill will be passed to the office.

Vacuum Cleaner- Linda reported that she will be bringing a proposal to the Board for a new caretaker vacuum, with the estimated cost of \$750 plus tax.

Needed valve replacement- The Board has approved the valve replacement during December's meeting. Dan will proceed with the replacement.

Front lobby camera- It was reported that the new lobby camera is not recording and Custom Communications is working on it's repair.

Carol brought forward the discussion of the mailroom's floor and the long term plans for the building. The committee agreed that with all the upcoming projects, the committee would benefit from meeting more frequently. This will be further discussed during the next board meeting.

David raised the question of why cold air blows out of the vent by the elevator on 1st floor. Dan explained that this vent is always blowing and it keeps the positive pressure in the building. Where the air is warmer when it enters the intake on the 4th it has cooled dramatically before it exits on the 1st.

The annual packet that will be mailed to owners instead of holding an annual meeting was discussed. The committee will work on a report to add to the packet. Jill will follow up with the office following Monday's board meeting.

With nothing further to discussion, the meeting was adjourned at 5:26PM.

Submitted by Stacy Wilhelm