

**CONCERTO LOFTS MAINTENANCE CORPORATION
BOARD OF DIRECTORS MEETING
GENERAL SESSION MINUTES
January 11, 2024**

NOTICE

Upon notice, duly given and received, the Concerto Lofts Maintenance Association General Session Meeting was to be held on January 11, 2024, at 7:00 pm via Zoom.

BOARD MEMBERS PRESENT

Matt Fernstrom
Gillian Ghazal
Brooke Eaton
Peter Leber
Samantha Bastien

MANAGEMENT PRESENT

Andrea Thrower, Sr. Community Manager

CALL TO ORDER

The meeting was called to order at 7:00 p.m.

Executive Session Disclosure

The Board met in Executive session held prior to this meeting to approve and/or discuss the following:

- Executive Session Minutes
- Member Discipline
- Delinquency
- Third Party Contracts
- Legal Matters

HOMEOWNER FORUM

There were no owners present.

CONSENT CALENDAR

Upon a motion duly made and seconded, the board approved consent calendar items A and B . This motion carried unanimously.

Minute Approval

The November 16, 2023 general session minutes.

Financial Statements – October – November 2023

The October and November 2023 financial statements.

Delinquency – Lien Approval

Liens for the two accounts below were approved:

- Account 059202882682 – As of January 5, 2024, the total balance owed, including delinquency fees is \$4,763.87.
- Account 059202882242 – As of January 5, 2024, the total balance owed including delinquency fees are \$4,497.75.

UNFINISHED BUSINESS**Fire System Repairs**

Upon a motion duly made and seconded, the board approved the fire system and fire sprinkler repairs from vendor HCI. Owners will be charged \$100 per unit for the in-unit fire sprinkler repairs needed. This motion carried unanimously.

Fire Sprinkler Repairs (Common area and In- unit) \$18,625

Fire Alarm Defects Common area only: \$1,295

NEW BUSINESS**NEXT MEETING**

The next board meeting has been tentatively scheduled for March 14, 2024.

ADJOURNMENT

There being no further business to come before the Board of Directors, the General Session meeting adjourned at 7:45 p.m.

SECRETARY'S CERTIFICATE

I, the duly appointed and acting Secretary of the Concerto Lofts Maintenance Corporation, do hereby certify under penalty of perjury that the foregoing is a true and correct copy of the minutes of the General Session Board of Directors meeting held on January 11, 2024.

Board Member

Date

**CONCERTO LOFTS MAINTENANCE CORPORATION
BOARD OF DIRECTORS MEETING
GENERAL SESSION MINUTES
March 14, 2024**

NOTICE

Upon notice, duly given and received, the Concerto Lofts Maintenance Association General Session Meeting was to be held on March 14, 2024, at 7:00 pm via Zoom.

BOARD MEMBERS PRESENT

Matt Fernstrom
Gillian Ghazal
Brooke Eaton
Peter Leber
Samantha Bastien

MANAGEMENT PRESENT

Andrea Thrower, Sr. Community Manager

CALL TO ORDER

The meeting was called to order at 7:03 p.m.

Executive Session Disclosure

The Board met in Executive session held prior to this meeting to approve and/or discuss the following:

- Executive Session Minutes
- Member Discipline
- Delinquency
- Third Party Contracts
- Legal Matters

HOMEOWNER FORUM

There were no owners present.

CONSENT CALENDAR

Upon a motion duly made and seconded, the board approved consent calendar items A and B. This motion carried unanimously.

Minute Approval

The January 11, 2024, general session minutes.

Financial Statements – December 2023; January -February 2024

The December 2023 and January and February 2024 financial statements.

Delinquency

There was no delinquency action for the board to take this month.

NEW BUSINESS

Draft Audit – FYE 2023

Upon a motion duly made and seconded the board approved the audit as presented by CPA Newman and Associates.

NEXT MEETING

The next board meeting has been tentatively scheduled for May 16, 2024

ADJOURNMENT

There being no further business to come before the Board of Directors, the General Session meeting adjourned at 7:50 p.m.

SECRETARY'S CERTIFICATE

I, the duly appointed and acting Secretary of the Concerto Lofts Maintenance Corporation, do hereby certify under penalty of perjury that the foregoing is a true and correct copy of the minutes of the General Session Board of Directors meeting held on March 14, 2024.

Board Member

Date

**CONCERTO LOFTS MAINTENANCE CORPORATION
BOARD OF DIRECTORS MEETING
GENERAL SESSION MINUTES
May 16, 2024**

NOTICE

Upon notice, duly given and received, the Concerto Lofts Maintenance Association General Session Meeting was to be held on May 16, 2024, at 7:00 pm via Zoom.

BOARD MEMBERS PRESENT

Matt Fernstrom
Gillian Ghazal
Brooke Eaton
Peter Leber

BOARD MEMBERS ABSENT

Samantha Bastien

MANAGEMENT PRESENT

Andrea Thrower, Sr. Community Manager

CALL TO ORDER

The meeting was called to order at 7:00 p.m.

Executive Session Disclosure

The Board met in Executive session held prior to this meeting to approve and/or discuss the following:

- Executive Session Minutes
- Member Discipline
- Delinquency
- Third Party Contracts
- Legal Matters

HOMEOWNER FORUM

There were no owners present.

CONSENT CALENDAR

Upon a motion duly made and seconded, the board approved consent calendar items A and B. This motion carried unanimously.

Minute Approval

The March 14, 2024, general session minutes.

Financial Statements – March and April 2024

The March and April 2024 financial statements.

Delinquency

There was no delinquency action for the board to take this month.

NEW BUSINESS**Reserve Study Proposal**

Upon a motion duly made and seconded the board approved proposal submitted by Association Reserve to complete an onsite reserve study for 2024. The total cost of \$2,100 will be expensed from the associations operating account. This motion carried unanimously.

Storage Locker Discussion

After further review of the bike room areas there is not enough space to add additional storage lockers for the community. This project was tabled until further notice.

Community Reminders

Window Cleaning – June 5-7

Annual Fire Life and Safety Testing – Saturday, September 14, 2024.

Guest Parking – Access to Garage Area

Last month, a resident reported being stuck in the guest parking garage located at the Seabluff HOA in Playa Vista. Per their management company a new keypad system was installed that automatically changes the access code without warning; their board is researching a new system.

Management has posted the new access code and contact information for PMP Management to the Concerto Lofts website.

NEXT MEETING

The next board meeting has been tentatively scheduled for July 18, 2024

ADJOURNMENT

There being no further business to come before the Board of Directors, the General Session meeting adjourned at 7:38 p.m.

SECRETARY'S CERTIFICATE

I, the duly appointed and acting Secretary of the Concerto Lofts Maintenance Corporation, do hereby certify under penalty of perjury that the foregoing is a true and correct copy of the minutes of the General Session Board of Directors meeting held on May 16, 2024.

Board Member

Date

**CONCERTO LOFTS MAINTENANCE CORPORATION
BOARD OF DIRECTORS MEETING
GENERAL SESSION MINUTES
July 18, 2024**

NOTICE

Upon notice, duly given and received, the Concerto Lofts Maintenance Association General Session Meeting was to be held on July 18, 2024, at 7:00 pm via Zoom.

BOARD MEMBERS PRESENT

Matt Fernstrom
Gillian Ghazal
Brooke Eaton
Peter Leber
Samantha Bastien

MANAGEMENT PRESENT

Andrea Thrower, Sr. Community Manager

CALL TO ORDER

The meeting was called to order at 7:00 p.m.

Executive Session Disclosure

The Board met in Executive session held prior to this meeting to approve and/or discuss the following:

- Executive Session Minutes
- Member Discipline
- Delinquency
- Third Party Contracts
- Legal Matters

HOMEOWNER FORUM

The following topics were discussed in owner forum

- Mosquito trap lights reported off – management to send a work order request to pest control vendor

CONSENT CALENDAR

Upon a motion duly made and seconded, the board approved consent calendar items A and B. This motion carried unanimously.

Minute Approval

The May 16, 2024, general session minutes.

Financial Statements – May/June 2024

The May and June 2024 financial statements.

Delinquency

There was no delinquency action for the board to take this month.

NEW BUSINESS**Annual Boiler Maintenance**

Upon a motion duly made and seconded the board approved proposal submitted Mckowski's for the annual boiler maintenance. The cost of \$4,200 will be expensed from the association's operating account.

Annual Reserve Study

The draft annual reserve study was presented to the board for review. The study shows the association as 30.3% funded as of January 1, 2025.

Community Reminders

- 2024 Annual Election - candidate statement due back to the inspector of election by August 11, 2024. The annual meeting is scheduled for October 24, 2024, at the Centerpointe Club. Candidates statements have been received for the following owners:
 - Matthew Fernstrom
 - Elle Kadfur
 - Peter Leber
 - Mario Lopez
- Annual Fire Life and Safety Testing – Saturday, September 14, 2024.

NEXT MEETING

The next board meeting has been tentatively scheduled for October 24, 2024

ADJOURNMENT

There being no further business to come before the Board of Directors, the General Session meeting adjourned at 7:26 p.m.

SECRETARY'S CERTIFICATE

I, the duly appointed and acting Secretary of the Concerto Lofts Maintenance Corporation, do hereby certify under penalty of perjury that the foregoing is a true and correct copy of the minutes of the General Session Board of Directors meeting held on July 18, 2024.

Board Member

Date

**CONCERTO LOFTS MAINTENANCE CORPORATION
BOARD OF DIRECTORS MEETING
GENERAL SESSION MINUTES
July 18, 2024**

NOTICE

Upon notice, duly given and received, the Concerto Lofts Maintenance Association General Session Meeting was to be held on July 18, 2024, at 7:00 pm via Zoom.

BOARD MEMBERS PRESENT

Matt Fernstrom
Gillian Ghazal
Brooke Eaton
Peter Leber
Samantha Bastien

MANAGEMENT PRESENT

Andrea Thrower, Sr. Community Manager

CALL TO ORDER

The meeting was called to order at 7:00 p.m.

Executive Session Disclosure

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- Executive Session Minutes
- Member Discipline
- Delinquency
- Third Party Contracts
- Legal Matters

HOMEOWNER FORUM

The following topics were discussed in owner forum

- Mosquito trap lights reported off – management to send a work order request to pest control vendor

CONSENT CALENDAR

Upon a motion duly made and seconded, the board approved consent calendar items A and B. This motion carried unanimously.

Minute Approval

The May 16, 2024, general session minutes.

Financial Statements – May/June 2024

The May and June 2024 financial statements.

NEW BUSINESS

Annual Boiler Maintenance

Upon a motion duly made and seconded the board approved proposal submitted Mckowski's for the annual boiler maintenance. The cost of \$4,200 will be expensed from the association's operating account.

Annual Reserve Study

The draft annual reserve study was presented to the board for review. The study shows the association as 30.3% funded as of January 1, 2025.

Community Reminders

- 2024 Annual Election - candidate statement due back to the inspector of election by August 11, 2024. The annual meeting is scheduled for October 24, 2024, at the Centerpointe Club. Candidate statements have been received for the following owners:
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NEXT MEETING

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ADJOURNMENT

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SECRETARY'S CERTIFICATE

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Board Member

Date

**CONCERTO LOFTS MAINTENANCE CORPORATION
BOARD OF DIRECTORS MEETING
GENERAL SESSION MINUTES
November 7, 2024**

NOTICE

Upon notice, duly given and received, the Concerto Lofts Maintenance Association General Session Meeting was to be held on November 7, 2024 at 7:00 pm via Zoom.

BOARD MEMBERS PRESENT

Matt Fernstrom
Brooke Eaton
Peter Leber
Samantha Bastien

BOARD MEMBERS ABSENT

Gillian Ghazal

MANAGEMENT PRESENT

Andrea Thrower, Sr. Community Manager

CALL TO ORDER

The meeting was called to order at 7:00 p.m.

Executive Session Disclosure

The Board met in Executive session held prior to this meeting to approve and/or discuss the following:

- Executive Session Minutes
- Member Discipline
- Delinquency
- Third Party Contracts
- Legal Matters

HOMEOWNER FORUM

- There were no owner forum discussion topics.

UNFINISHED BUSINESS

Emergency Exit Signs

Upon a motion duly made and seconded, the board approved the proposal from vendor Mckowski's to replace all 10-year exit signs for the fire system. The total cost of \$30,000 will be expensed from the association's reserve account. This motion carried unanimously.

Battery Back- Up Replacement Proposal

The board reviewed proposals from vendors Lorbel, Horizon Lighting and Mitsubishi to replace the batteries for the inverter system for the community. Upon a motion duly made and seconded the board tabled this item for future replacement. This motion carried unanimously.

NEW BUSINESS

2025 Annual Budget

Upon a motion duly made and seconded the board approved the 2025 annual budget as presented. The approved budget reflects an approximate 4.3 percent increase to the monthly dues. This increase takes affective January 1, 2025. This motion carried unanimously.

NEXT MEETING

The next board meeting will be scheduled for January 2025.

ADJOURNMENT

There being no further business to come before the Board of Directors, the General Session meeting adjourned at 8:14 p.m.

SECRETARY'S CERTIFICATE

I, the duly appointed and acting Secretary of the Concerto Lofts Maintenance Corporation, do hereby certify under penalty of perjury that the foregoing is a true and correct copy of the minutes of the General Session Board of Directors meeting held on November 7, 2024.

Board Member

Date