**COOPER LOFTS CONDO ASSOCIATION**

**BOARD MEETING**

**November 14, 2017**

President Eva Makstutis called the meeting to order at 5:38PM.In attendance were Roger Himmell (late), Eva Makstutis, Paul Woodie, Jennifer McCormick, Carolyn Bohler and Lori Mateikat from Oberer Management Services.

The minutes of the October 10, 2017 meeting were approved as submitted.

**Management Report and Financial Overview**

Lori briefly presented the Management Report and a Financial Summary as included in packet.

**Old Business**

a. The Board discussed the status of the redevelopment of Unit 102 and the nature of access to the storage area for water, sewer and electrical. Contractor to submit drawings for the location of utilities as well as the AC unit on the exterior wall of Harries Street. Marianne intends to replace the water heater in the storage area and maintain service to the utility tub.

b. Lori informed the Board that we have a contractor to provide emergency snow removal. It is the same company used by Cooper Place.

c. Eva indicated that we are still trying to get everyone on our Facebook page.

d. The Board agreed with Lori's recommendation that after another notice to residents and owners the remaining lockboxes in the lobby stairwell will be removed.

e. Lori lead the discussion on Landscaping. We have two potential landscape design bidders. Lori will meet with them and provide the board cost estimates.

f. Lori reported that the sprinkler head replacement project was complete. There is still some concern as to why only the older sprinkler heads were replaced under the contract.

g. It was decided after much discussion that the clock and bulletin board will not be changed out.

h. The Board reviewed the cost of installing automatic doors in the Harries Street entry and the garage access door to the lobby. It was decided that the garage access door was a higher priority for now and that we should meet with Buck Run to get clarification on how it would work.

**New Business**

**a.** The Board discussed the 2018 budget and accepted the budget as prepared by the budget committee. It is included in the packet of information for this meeting.

b. The Board discussed a proposal by Paul Woodie to reduce the annual reserve fund contribution from $19500 to $18000. This would have the effect of reducing the amount of the Condo fee increases necessary for 2018. It was decided that this was not a wise move until we have a better understanding of the condition of our common space infrastructure. We are beginning to experience more structural aging. The Board decided to undertake an update of the Reserve Study in 2018 and thereafter decide the required funding level for the capital improvement reserve fund.

C. The Board reviewed several major efforts for 2018 that would be paid out of the Capital Reserve Fund as suggested by Paul Woodie in a report dated October 30 and included in the meeting packet. The Board approved the following projects:

1. An update of the Capital Reserve Study based on a life cycle review of the facility infrastructure such as elevator and garage doors.
2. A landscape Design and new landscaping for the Harries Street Entry as well as along Second Street and St Clair.
3. A legal update of the Condo docs to clarify owner and association responsibilities and to formally permit the splitting of Unit 102 into commercial and residential units.
4. Repair of the 3 balcony railing with deteriorating railing.
5. An automatic door opening system for the garage access to the lobby.

**Annual meeting set for December 5 at Maria Hock's condo.**

**The newly elected Board will set a meeting for January or February.**

Respectfully submitted,

Paul Woodie, Secretary, Cooper Lofts Board of Managers