**Wentworth Place, A Condominium**

**Minutes**

**Board of Directors Virtual Meeting**

**Wednesday February 28, 2024**

To allow for maximum flexibility and members' attendance, the Board meetings will be held virtually.

**Call to Order**

Charles Wright, President, called the meeting to order at 7:08pm. Board members in attendance included C. Wright, L. Deavers, C. Eliopoulos, D. Reinecker, J. Baker. Other members indicated their unavailability for the meeting. Amir Greene from GHA was in attendance.

**Proof of Quorum**

Yes – members present constituted proof of quorum.

**Approval of Minutes**

Charles motioned to approve the minutes of January 24, 2024 Board meeting. Donald seconded; all were in favor.

**Residents' forum**:

None

**Treasurer's Report**

* Not available.

The Board asked Amir to finalize the budget for next FY and circulate to the Board by March 1, 2024 for approval and ready for the Annual Meeting.

**President's Report**

* Spout was repaired on January 28, 2024.

**Manager’s Report**

1. Amir confirmed that the boiler certificate was received; a copy will be posted in the boiler room.
2. Electricity bill spike and meter: Amir mentioned that the spike over a few months last year was due to extensive work done on the roof and boiler room equipment. He reached out to Dominion who confirmed that our reader is working properly.
3. Water bills: Amir confirmed that the usage is consistent going back some five years.
4. Repairs to unit 117 HVAC/celling: this is scheduled for March 1, 2024.
5. Noisy elevator doors: Following numerous calls, OTIS came on site and resolved the issues. Amir has reached out to their accounts manager and was able to get link to access the portal. He will be monitoring service visits per contract and any additional calls for repair.
6. Pool leak repairs: Amir contacted High Sierra who indicated they need to conduct a test before giving a proposal. Reps. visited the pool and submitted bids for partial to complete repairs. The Board will discuss at a later date.

Contracts discussed/awarded:

1. Pool season 2024: Charles motioned to accept the proposal from Sunset Pool Mgt for $19,500.00; Donald seconded – all were in favor.
2. Identifying/labeling electrical breakers: Two or three more small panels need to be added to the project. Charles motioned to accept proposal from True Power not exceeding $2100. Donald seconded – all were in favor.
3. OTIS renewal contract: Amir indicated that there is no increase in the contract; Charles motioned to accept the proposal for $425.41 per month; Christiane seconded – all were in favor. New contract renews on 3/1/2024 and good for five years.
4. Reserve Study: TDL added Landscaping and pool fence replacement. Charles motioned to accept the report; Christiane seconded – all were in favor.
5. Carpet/vents/ducts cleaning: Heart National Corporation submitted a proposal; the Board will discuss/review the bid at a later date.

Follow up actions:

1. Chiller fill valve replacement: Amir has reached out to ABSI again and was told a proposal would be coming soon.
2. Pulley for the chilling tower/belt falling off: It will be part of the proposal for the valve replacement.
3. Boiler regulator valve replacement: ABSI will assess and provide quote.
4. AC replacement in mechanical room: Amir has followed up with Capp Mechanical and Advance Air Services. Still waiting on proposals.
5. Patio door replacement – unit 105: Katchmark has not responded or given any indication of installation date. Amir will reach out.
6. Carpet/vents/ducts cleaning: Amir to ask the vendor to lock the price for the time being and confirm.
7. Audit update: Amir mentioned that he has been in touch with the auditor and expects the final report before the end of the week. This is time sensitive as the Bank requested a copy of the audit as soon as possible.
8. Fire extinguishers: Further to ADT inspection on December 26, 2023, Amir has reached out to get their report and also request that some 11 canisters labeled “Replace” are attended to urgently.
9. Further to electrical/mechanical issues encountered last summer with the fountain at the pool, Amir was asked to conduct an assessment for its replacement. A decision is time sensitive in order for the pool to pass the inspection.
10. A traffic pole was placed partly on our property; the county will be contacted to obtain details about permission and possibly relocating that pole.
11. Amir to get bids for elevator maintenance with 90-day or so opt out.

 Other business:

*Pet Policy*: The Board will work towards revising and enforcing the policy, namely to limit the size/weight of dogs, number of pets per unit as well as mandatory registration/ID of their pets.

*Move Policy*: Further to recent incidents where renters have not submitted move in/out requests or required fees, the Board will discuss enforcing the policy and require owners to include a move agreement as part of their lease.

**Executive Meeting**

Charles motioned to adjourn the regular meeting at 8:10pm and to move to Executive Session. Christiane seconded and all were in favor.

Charles motioned to adjourn the Executive Session at 8:15pm; Donald seconded and all were in favor. Back in regular session, the Board asked Amir to send a letter to unit owner following complaint of noise violation.

Further to non-compliance with move out policy, the Board asked Amir to set up a hearing for owner/resident of said unit.

 The Board reviewed the management renewal contract and tabled it for further discussion.

**Adjournment**

Charles motioned to adjourn the regular meeting at 8:25pm. Donald seconded and all were in favor.

* Annual meeting will be on Wednesday March 13, 2024 at 6:30pm
* Next regular meeting is scheduled for Wednesday April 24, 2024 starting at 7:00pm. It will be virtual via Zoom.