

## **Ambassador I Regular Board Meeting – December 18, 2018**

Attending:

Nicholas Hart, President

Brian Shineman, Treasurer

Lisa Lightner, Building Manager

Tim Trohimovich, Member at Large

Ty Booth, Member at Large

Dona Cutsogeorge, Owner

President Hart called the meeting to order at 7:00 p.m.

1. **Approval of Agenda** – Tim moved to approve the agenda as written, seconded by Ty. Approved 4-0.
2. **Approval of November Minutes** – Ty moved to approve November minutes, seconded by Brian. Approved 4-0.
3. **Homeowner/Tenant Issues** – None.
4. **Exterior Remediation Project** – Robin was not able to attend the meeting, so the Board tabled this agenda item.
5. **Old Business**
  - a. **Emergency light replacement** – Apparently the contractor only replaced the exit signs. They did not replace the emergency lights. Tim moved to approve the agreement to replace the emergency lights for \$2,878 if Suzanne and Lisa are satisfied that the contractor will adequately perform the work. Ty seconded the motion. The Board voted 4-0 to authorize the work.
  - b. **Elevator door edge replacement** – The association has received two bids. Kone bid \$12,405. Thyssenkrupp bid \$3,899.38. Ty moved to authorize Thyssenkrupp to replace the door edge if it is allowed under our elevator repair contract. Brian seconded the motion and it was approved 4-0.
  - c. **Baseboard repairs** – This item was tabled.
  - d. **Commercial violations** – Suzanne drafted and sent the letter describing the violations and the potential for future penalties to the owner of the commercial unit. The association has not heard back from the owner.
  - e. **Shelves for packages in the exercise room** – This item was tabled because Steve, who has been researching the shelves, was not available.
  - f. **Landscaping replacement** – The People’s Gardening Collective has prepared a preliminary design with a plant species list. The designer should have a draft design for the 2019 annual meeting.

## 6. New Business

- a. **Authorization to pay for the replacement washing machine from the capital replacement reserve account** – Brian moved to transfer the \$2,498.17 paid for the new washing machine from the capital replacement reserve account. Ty seconded the motion and it passed 4-0.
- b. Robin is leaving the board after many years. Dona suggested that we purchase a bottle of wine to thank Robin for all of her work for the association over the years. Donna agreed to get the wine. The Board agreed to the purchase noting that we have provided small gifts when other long-time board members have left the Board.

## 7. Building Manager Report (Lisa)

- a. **Location of composting bins** – Lisa talked to the city and an Ambassador I representative about the composting bins. If we switched to two garbage bins, then the composting bins could be located in the same room as the garbage bins. The two garbage bins would have to be emptied three times a week, currently the three garbage bins are emptied twice a week. The three pickups will likely cost more. The city will also provide individual compost pails to tenants and owners. The Board decided to publicize the location of the composting bins before changing the number of garbage bins and the number of pickups.
- b. **Exercise room lock** – A key was broken off in the lock for the exercise room. The lock cylinder will have to be replaced. The exercise room can be accessed through the laundry room while repairs are being made.
- c. **Cleaning company** – Lisa is working with the company that cleans the interior common areas to improve their performance of the contracted tasks.

8. **Financial Report (Suzanne)** – The Board reviewed the financial report.

9. **Committee Reports** – There were no committee reports.

10. **Next board/annual meeting date** – The annual meeting is set for January 15, 2019, 7 p.m. The Board meeting will follow the annual meeting and the Board will need to elect officers at the Board meeting.

11. **Adjourn** – Tim moved to adjourn at 7:50 p.m. Ty seconded the motion and it passed 4-0.

Written by Tim Trohimovich