

Ambassador 1 HOA Meeting January 23<sup>rd</sup>, 2024

## **Call to Order**

**Approval of prior Month's Meeting Minutes: Postponed until next month.**

### **Critical Business:**

- a. Imran made a motion to appoint Tim Trohimovich and Emily Bourcier as board members as we were not able to vote in the annual meeting as we didn't have a quorum. Michael seconded the motion and it passed with no objections.
- b. The board agreed that we wait until the next board meeting to sort out the specific roles Emily and Tim will take on.
- c. It was mentioned that the HOA would like to find a 7<sup>th</sup> board member and mentioned it to attendees to let anyone interested in being more involved reach out to the HOA.

### *Projects:*

#### **1. Elevator Proposal:**

- a. Imran is going to coordinate a meeting between TKE (elevator modernization company) and Lerch Bates (3<sup>rd</sup> party to manage the project) to better understand their roles and responsibilities of managing the project. Imran suggested inviting other board members to the meeting to ask any questions they may have. Emily asked if the call could be recorded in case, she or others weren't able to make it. Imran was going to ask and get back to everyone.

#### **2. Laundry Room Card Readers:**

- a. Lisa is working with Dynamic Laundry Systems to get a proposal to add card readers which would do away with the labor of quarter collection. Lisa mentioned that we might have a hard time completing this project unless we get better internet access in the laundry room.
- b. The Board agreed that we could take this project off Evolution's list as this one should be able to be accomplished by Lisa and HOA to save money.

#### **3. Lobby Refresh:**

- a. There was some general confusion about the scope of the work in this project and the group wanted additional time to get a better understanding of what we are trying to accomplish.
- b. It was suggested that we provide EVO with pictures of the existing lobby along with the detailed scope of work to see if they can provide us with a more specific quote as we felt their 1<sup>st</sup> quote was a "boiler plate" version.
- c. Emily suggested having a board meeting before the meeting with Evolution to better define the scope of work, but since we are not getting billed for the work Imran will continue to have dialog with the team at Evolution while the board works to define the scope of work for the sake of expediency.

#### **4. Plumbing Evaluation:**

- a. Amra mentioned that we can take the plumbing evaluation off Evolution Architecture's bid work as we have already received proposals from Kent Engineering.
- b. Kent Engineering's proposal was a two-phase approach:

- i. Phase I: Visually inspection of plumbing and fixtures and equipment in up to four units. Emily asked if Kent should inspect each plumbing stack and Amra was going to ask the project manager. \$4,200
- ii. Phase II: Extraction and Life Expectancy Analysis. Based on findings from phase 1 Kent Engineering will extract pipe samples for analysis in the KE lab. They will collect a minimum of 6 sections of pipe from the building. The HOA/Building Manager will need to coordinate with Kent Engineering and homeowners to ensure drywall repairs (not included in proposal) are completed after walls are cut to extract pipe samples to limit tenant/owner disruption. Drywall contractors will do their best to return walls to a "as was" condition. \$7,800 (before drywall repairs).
- c. Imran proposed we approve both phase 1 and phase 2 of the proposal by Kent Engineering Tim seconded the motion. It passed unanimously.

#### Items of Discussion:

- d. **Water Leaks:** Imran brought up proactive communication with owners and tenants about how they can prevent water leaks in the building. Amra was going to look in her HOA files to see if there are any guides or best practices that she can share with the board which might be able to be distributed via email and/or in the public space.
- e. **Higher water consumption:** We had a spike in our water bill several months ago but couldn't point to the source as it's since gone down. Lisa suspected it might have been a leaky toilet at either Ambassador 1 or 2 since we share the water meter. Lisa suggested handing out dye tablets that residents can place into their tanks to see if there's a leak present in their bowl.
- f. **Insurance:** Our attorney has been doing research on our Insurance HO6 policy for the rental to make sure our coverage is adequate. We are waiting for their advice.
- g. **Review of association rules:** Attorney is reviewing our bi-laws and governing documents to ensure the HOA and individual owners liability are mitigated from future water loss and if there are any further gaps in the language that may be a liability in the future.
- h. **Resale Certificate-**The resale certificate was completed and sent to Agynbyte.
- i. **Until 304 Rent increase-** Letter of rent increase in review with attorney and will be sent out once approved.
- j. **Financial Report-**It was sent out today and Imran suggested letting everyone review in the next few days and send out an email with any questions.
- k. **Financial Transitions-**Bank signers needed to be completed with Suzanne leaving the board. All banks have updated signers except for Home Street Bank.

#### Old Business:

- a. Glass and ceiling repairs are complete in C-1.
- b. Agynbyte has sent out two notices (email and standard mail) regarding insurance increase requirement effective February 1<sup>st</sup>. It was suggested that Amra send out one last reminder via email which she agreed to.
- c. Laundry collections have been completed and deposited at the bank by Lisa.

#### New Business:

- a. Annual fire alarm testing rescheduled for February 1<sup>st</sup> due to recent winter storms.

**Building Manager's Report:**

- a. Lisa has been helping Ambassador 2 with painting graffiti in her spare time and has been in communication with the HOA board about assisting them in an undetermined capacity and wanted to get our feedback. Emily suggested that there is opportunity for improvement in communication between the two associations and wanted to make sure the Board and that Lisa have clear confidentiality and conflict of interest guardrails. careful about oversharing too much from either HOA.
- b. Canvas Awning letters are peeling off and need to investigate replacing it. There was some uncertainty about the last time it was replaced, and the board agreed to keep the same look at before. There was a recommendation that when look at a replacement that we go with a commercial grade material that will hold up to the weather conditions. Lisa will obtain a proposal to replace the canvas awning.

Motion to adjourn was introduced by Emily at 8:36pm and seconded by Imran. Motion passed unanimously. Meeting adjourned.

Next month's meeting was set for February 27<sup>th</sup> at 6:30pm.

*Written by David Murphy*