**Wentworth Place, A Condominium**

**Minutes**

**Board of Directors Virtual Meeting**

**Wednesday January 24, 2024**

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

**Budget Discussion**

The Board met at 6:05pm to discuss the draft proposed budget for FY 24-25. G. Noble, L. Neuwirth and A. Russo were not in attendance. Amir provided explanations for increases particularly in electricity and water usage. There has been a noticeable spike in electricity usage since June 2023 and Amir will have Dominion audit our consumption and check our reader. The Board asked Amir to revise the figures (eliminate 0% and 2% possible increases in HOA and indicate 3% and 4% increases to balance the budget). The revised version will be submitted to the board via email by the first week of February 2024, and the final version will be discussed at the February meeting. HOA increase will be voted on at that time.

**Call to Order**

Charles Wright, President, called the meeting to order at 7:06pm. Board members in attendance included C. Wright, L. Deavers, C. Eliopoulos, D. Reinecker, J. Baker and D. Shome. G. Noble, L. Neuwirth and A. Russo indicated their unavailability. 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 October 25, 2023 Board meeting. Donald seconded; all were in favor.

**Residents' forum**:

Owner of unit 212 expressed concern about a listing for a three bedroom unit which would allow at least seven people to reside there. Amir indicated that the maximum allowed per the county is six.

**Treasurer's Report**

DB indicated provided the following information:

Cash: $171,980.17
Securities: $123,656.50
Total: $295,636.67

This amount is before pending payment of approx $72k for the boilers; monthly contributions are made on time and by the end of the FY (5/31/24), we should have approximately $278.5K.

DB asked Amir to ensure that $416.82 be transferred to reserve fund to match the special assessment income.

* Audit status for 21-22; Amir has not received the final version and will follow up. DB asked for numbers for 22-23 and awaits details.
* Loan status: The Board asked Amir to advise on the owed balance and if there’s a possibility of accelerating repayments.

**President's Report**

* Dryer ducts cleaned on 11/1/2023
* Filters distributed on 10/26/2023
* Stairwell repainting completed Nov. 8-9, 2023
* Windows replaced in two units due to water intrusion; one window replaced in one unit due to original window coming off the frame - completed Jan. 8 & 10, 2024.
* Carpet in front of storage rooms replaced - 1/17/2024.

**Manager’s Report**

(a) Chiller valve replacement: Amir has asked ABSI again and is hoping to hear back with a proposal soon.

(b) Building insurance renewal with Cascade: The Board acknowledged a small increase in premium and the President will sign off on the agreement.

(c) Unit 117 – condensation repairs: USA Contractors visited the unit on January 11, 2024 and proposed to do the repairs to the pipe, drywall, and paint. Charles motioned to accept the proposal not exceeding $3,000.00; Donald seconded and all were in favor. Amir will schedule the job.

(d) AC replacement in mechanical room: Amir is expecting proposals from Capp Mechanical and Advance Air Services.

(e Identifying/labeling electrical breakers: True Power will review on their next site service call and provide a bid – expected to be under $2,000.00.

(f) Pool leak repairs: Amir contacted High Sierra who indicated they need to conduct a test before giving a proposal. The Board informed Amir that such a test was done in September 2023; he will forward the information to High Sierra and request a bid.

(g) Water bills analysis: The Board had asked Amir to provide an analysis of water usage – especially in the context of the pool leak. Amir is preparing this information.

(h) Second boiler update status: The work was completed in mid-November 2023. The boilers and chiller are functioning properly and were inspected by Hartford Steam on January 12, 2024 to satisfy insurance requirements. No issues were found and certificate should be received during February 2024.

(i) In December 2023, we experienced some heating issues; Hurley (the sub-contractor) did not respond to requests and Amir is still waiting to hear from ABSI. He has asked for spec sheets and warranty information (including manufacturer’s) on the boiler equipment. Balance payment for the boilers is on hold.

(j) Boiler regulator valve: It was indicated that it needs replacement; Amir is following up.

(k) Noisy elevators doors: Further to reports from residents, Amir has reached out to OTIS on January 9, 2024. The issue has not been addressed nor has OTIS responded to Amir.

(l) Crushed spout on the corner of the building: In spite of several attempts to get someone to repair it, a Board member was able to contact a handyman who will do the job for $180.00. This should be done within the next week.

(m) Reserve Study: The Board asked Amir to contact TDL and ask to add Landscaping and pool fence replacement. As of meeting time, he had not heard back from the provider.

(n) Unit 105 patio door – Owner provided three bids for the replacement of the patio door. Charles motioned to accept the proposal from Katchmark for $4459.00. DB seconded; the motion passed 5-0 with one abstention.

**Executive Meeting**

Charles motioned to adjourn the regular meeting at 7:45pm 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 noise violation warning to owner of unit where residents disturbed the peace at odd hours of the morning. The Board reviewed the management renewal contract and tabled further discussion for the February 2024 meeting.

**Adjournment**

Charles motioned to adjourn the regular meeting at 8:20pm. Donald seconded and all were in favor.

Next regular meeting is scheduled for Wednesday February 28,2024 starting at 7:00pm. It will be virtual via Zoom.