

Pier 3 Condominium B.O.D. Meeting

MINUTES

2.21.19

5:30PM

3 N. COLUMBUS BLVD. PHILA., PA 19106

MEETING CALLED BY	Ed Collins- Board President
TYPE OF MEETING	Monthly Board Meeting
FACILITATOR	FirstService Residential
NOTE TAKER	Cathy Proctor (CP) / Sam Pasquariello (SP)
ATTENDEES	<p>Board Members: Ed Collins (EC)-President Mike McGOWan (MM)- Vice President Jo Ann Benner (JB)- Treasurer Maria DeMarco(MD)- Member at Large John Gagliano (JG)- Secretary</p> <p>FirstService Residential: Cathy Proctor (CP)- Community Manager Gina Donovan (GD)- Executive Director Sam Pasquariello (SP)- Administrative Assistant Mitchell Spies (MS)- Maintenance Supervisor</p>

Agenda topics

ATRIUM PROJECT LOAN INVESTIGATION

TOPIC	Meeting w/representatives from Firsttrust Bank and FirstService Financial
	<ul style="list-style-type: none"> - Discussion was held regarding <u>potential</u> loan terms, including, but not limited to, locking in rate for life of loan, including draw period prior to conversion to (15) year term loan, annual re-amortization at no cost, no pre-payment penalties at any time, allowing owners to “opt out” of loan by paying up front thereby avoiding paying interest. - Motion was made and approved to engage FirstService Financial, for a fee of \$10,000, as Association’s advocate to pursue loan with several banks to create competition (excluding Firsttrust); however, fee will not be paid if FirstService Financial cannot secure a loan at or less than final terms offered by Firsttrust. - FirstService Financial to submit revised Retainer Agreement
CONCLUSIONS	Board approved proceeding with FirstService Financial contingent upon receipt/execution of revised Retainer Agreement.

PULLMAN DRAFT CONTRACT

TOPIC	Status of Receipt of Draft Contract
	<ul style="list-style-type: none"> - Draft contract was received 2/20/19 - Contract language does not align with GMP approach, lacks detail and clarity - Mgmt/Board to discuss with Pullman
CONCLUSIONS	Tabled pending receipt of revised contract

O&S PEER REVIEW OF ATRIUM PROJECT DOCUMENTS

TOPIC	Status of Peer Review Report
	<ul style="list-style-type: none"> - Report to be completed wk/of 2/25/19

2.21.19 Board Meeting Minutes

CONCLUSIONS	Tabled pending receipt of report

ATRIUM WOOD STRUCTURE RE-BUILD

TOPIC	Clarify Specifications
	<ul style="list-style-type: none"> - Specifications from Arbol Furniture and Design Proposal to be utilized to solicit additional bids for wood structures re-build - Electrical/lighting replacement bids are to be based on existing configuration w/updated fixtures
CONCLUSIONS	Board approved path forward as above.

ALTERNATE PARKING DURING ATRIUM PROJECT

TOPIC	DRWC
	<ul style="list-style-type: none"> - DRWC could offer a maximum of 85 spaces at Market St. lot; pricing structure not yet available - Pullman to visit site to lay out parking details ASAP
CONCLUSIONS	Tabled pending receipt of further information and costs.

PULLMAN CARPENTRY REPAIRS INVOICE

TOPIC	Review carpentry invoice
	<ul style="list-style-type: none"> - Invoice for carpentry repairs in amount of \$6,000 submitted for re-build of decking and walls removed during investigation - As this is amount remaining to be paid from initial contract for atrium engineering assessment, motion was made and approved to pay invoice. - Invoice will be paid from reserve account
CONCLUSIONS	Board approved payment of invoice, in full, from reserves.

ATRIUM PROJECT COMMUNICATIONS

TOPIC	CoUrbanize online community engagement solution
	<ul style="list-style-type: none"> - Management will view on line presentation of features and obtain proposal - The new FirstService Residential Connect platform Pier 3 website, launching end March 2019, may possibly provide the communication features desired.
CONCLUSIONS	Tabled pending further investigation and receipt of CoUrbanize proposed costs.

CAM DISPUTE

TOPIC	Selection of Mediator
	<ul style="list-style-type: none"> - Proposed Mediator CV's reviewed - Management to obtain hourly rate for Judges Manfredi and McInerney and advise Board via email
CONCLUSIONS	Upon receipt of hourly rate info, Board will select mediator by email vote.

2.21.19 Board Meeting Minutes

--	--

MAIN ROOF REPLACEMENT PROPOSALS

TOPIC	Status of Proposals
	<ul style="list-style-type: none"> - Bids obtained from Atlantic Roofing, Delta. - Jottan Roofing bid due 2/25/19
CONCLUSIONS	Tabled, pending receipt of additional bid

SMALL DECK ROOF REPAIRS

TOPIC	Prototype Repair Proposed by Home Techniques
	<ul style="list-style-type: none"> - Home Techniques has proposed a repair technique for small deck roofs - Request approval for Home Tech to perform prototype repair on 419/421 deck roof sections - Board approved with understanding that following prototype repair, focus will shift and remain with 3rd floor balcony repairs
CONCLUSIONS	Board approved Home Techniques to proceed with prototype repair for 419/421 as stated above.

ATRIUM STAIRS PROJECT

TOPIC	Installation of Remaining (2) Wall Side Handrails
	<ul style="list-style-type: none"> -Pencoyd installed handrails 1/4/19 -Pencoyd to return to site to correct one handrail as too much gap in return to wall -L&I to re-inspect following above correction prior to Pier 3 closing out Pencoyd contract.
CONCLUSIONS	Awaiting Pencoyd repair and final L&I inspection

CDAG

TOPIC	Proposed Ordinance for changes to Central Delaware Overlay
	<ul style="list-style-type: none"> -Mike McGowan to provide management with documents regarding proposed Ordinance for distribution to community -Changes, in part, to eliminate "blank wall" space and attract pedestrian traffic
CONCLUSIONS	Board approved distribution of proposed legislation to community

THIRD FLOOR BALCONY
WATERPROOFING/REPAIRS

TOPIC	Schedule for Completion of Third Floor Balconies
	<ul style="list-style-type: none"> - Board set target date for Home Techniques to resume work by 4/1/19, temperatures permitting - Alternate vendors may need to be sourced
CONCLUSIONS	Board Approved 4/1/19 target start date and solicitation of alternate vendors for this work.

2.21.19 Board Meeting Minutes

--	--

3RD FLOOR HALLWAY ARTWORK/SIGNAGE

TOPIC	Remaining Canvass Prints and Directions Signs
	<ul style="list-style-type: none"> - CP to forward digital files to JG. - JG and MD to determine sizes and quantities - Direction Signs to be ready 2/22/19.
CONCLUSIONS	Board pushing for completion of this project.

PET COMMITTEE

TOPIC	Recommended Rules Revisions
	<ul style="list-style-type: none"> - Board approved reducing weight limit to 40 lbs. - Existing pet owners grandfathered; this weight limit applies to new pets at the pier
CONCLUSIONS	Board approved reducing pet weight limit to 40 lbs.

Comcast Bulk Contract Negotiation

TOPIC	Seek alternate services proposal
CONCLUSIONS	Tabled - Awaiting updated proposal for bulk agreement

COMCAST BUSINESS INTERNET/PHONE
CONVERSION

TOPIC	Comcast Conversion for office internet, phone, wifi for common areas
	<ul style="list-style-type: none"> - On hold due to revised, increased Verizon termination fees.
CONCLUSIONS	Tabled until expiration of Verizon contract or favorable negotiation of termination fees.

--	--

ANNUAL MEETING

TOPIC	2019 ANNUAL BOARD ELECTION MEETING
	<ul style="list-style-type: none"> - Meeting Date set for Tuesday, April 16, 2019, 7 PM
CONCLUSIONS	Board approved Annual Election Meeting Date of 4/16/19, 7 PM

2.21.19 Board Meeting Minutes

ELECTRICAL EQUIPMENT INFRARED
INSPECTION

TOPIC	Review Proposals for Inspection
	<ul style="list-style-type: none">- Two proposals reviewed- Board requested proposal from BDS
CONCLUSIONS	Tabled pending receipt of BDS proposal.

NON-SKID APPLICATION FOR POOL DECK

TOPIC	Vendor Proposal Reviewed
	<ul style="list-style-type: none">- Following discussion, decision was made to proceed with this project in-house.- Maintenance to research/purchase materials.
CONCLUSIONS	Board approved performing pool deck non-skid application in house.

2018 AUDIT

TOPIC	Auditor Engagement Letter
	<ul style="list-style-type: none">- Proposed Engagement Letter Presented for Approval/Execution- Board approved accepting/executing Engagement Letter to enable auditor to proceed w/2018 audit
	Board approved execution of 2018 Auditor Engagement Letter

Next meeting date: March 20, 2019