

Pier 3 Condominium B.O.D. Meeting

MINUTES

6.24.19

6:30PM

3 N. COLUMBUS BLVD. PHILA., PA 19106

MEETING CALLED BY	Ed Collins - Board President	
TYPE OF MEETING	Board Meeting	
FACILITATOR	FirstService Residential	
NOTE TAKER	Cathy Proctor (CP) Manager	
ATTENDEES	<u>Board Members:</u> Ed Collins (EC) – President Mike McGowan (MM) – Vice President Jo Ann Benner (JB) – Treasurer Caryn Tabby Helhowski (CTH) – Member at Large John Gagliano (JG) – Secretary	
	<u>FirstService Residential:</u> Cathy Proctor (CP) - Manager Sam Pasqueriello (SP) – Admin. Support (absent) Mitchell Spies (MS) – Building Maint. Supervisor (absent-vacation) Regina Donovan (RD) – Executive Director (absent)	

Agenda topics

MINUTES

TOPIC	5.29.19 BOD Meeting
-	Minutes Reviewed
Board approved Minutes as drafted.	

ATRIUM PROJECT CONTRACT UPDATE

TOPIC	Contract Status
-	Final Contract version fully executed 6.6.19
Board approved	

BUILDING PERMIT

TOPIC	Permit Resubmittal
-	Permit resubmitted w/asbestos report
-	Permit issued 6.18.19
Permit Posted in accordance with L&I regulations	

LOAN CLOSING

TOPIC	Firsttrust Loan closing / account signers
--------------	---

6.24.19 – Minutes

- Firsttrust Bank Loan closing held 6.10.19
- Firsttrust account signers – Community Manager and Board Treasurer
- FirstService Residential recommends standard FirstService Corporate signers and Board Treasurer
- Mgmt. to contact Firsttrust to confirm if payment draws can be wired directly from loan proceeds to Pier 3 Operating account
- One (1) Firsttrust account must be maintained with a minimum deposit of \$200K

No conclusion on Firsttrust account signers – pending clarification on necessary accounts to flow draws/contractor payments

ATRIUM PROJECT COST TRACKING

- | TOPIC | Payment Application #1 / Cost Tracking |
|-------|---|
| - | Payment Application #1 approved by Owner's Rep, O&S, awaiting bank inspection |
| - | Payment Application #1 amount: \$414,374.40 |
| - | Project Cost Tracking Reviewed |

Board approved Payment Application #1

ATRIUM PROJECT REPLACEMENT LIGHTING

- | TOPIC | Lighting Fixture/Installation Details |
|-------|---|
| - | CH working with ShoreLine Electric on installation details and lighting suppliers |
| - | |

No conclusion pending on-going investigation and final cost proposals

ATRIUM WOOD STRUCTURE RE-BUILD

- | TOPIC | Atrium Structures Re-build Design/Materials |
|-------|--|
| - | Awaiting 2 nd design draft and mock up; vendor delay due to owner's personal injury |
| - | Board concerned with vendor ability to produce timely results |
| - | Pullman also to submit bid on wood structure re-build |

No conclusion pending further updates from vendors

FINANCIAL REVIEW

- | TOPIC | May 31, 2019 Financial Statements and CAM Mediation |
|-------|---|
| - | Treasurer requests clarification on special assessment income variance |
| - | Pier 3 attorney confirms a Board member is required to attend mediation |
| - | July mediation dates TBD |

No conclusion – further investigation required

ATRIUM STAIRS PROJECT

- | TOPIC | Pencoyd Final Payment Application |
|-------|--|
| - | Final payment application thoroughly reviewed (Amount: \$22,496) |

Board approved payment application as submitted

THIRD FLOOR BALCONY REPAIRS/WATERPROOFING

- | TOPIC | Pullman Bid Status |
|-------|--|
| - | Pullman surveyed 15 of 20 remaining balconies |
| - | Remaining 5 to be surveyed prior to vendor submitting estimate |
| - | Must move forward ASAP |

No conclusion – awaiting proposals

DECK ROOF REPAIRS

TOPIC Pullman Bid Status

- Multiple bids received
- Pullman to view deck roofs and provide alternate proposal

No conclusion – awaiting Pullman proposal

2019 TRIENNIAL UNDERWATER INSPECTION

TOPIC Anchor Consultants (2) Day Triennial Inspection

- Awaiting schedule date from vendor

No conclusion – awaiting schedule dates

HOMEOWNER WEBSITE SUBMISSIONS

TOPIC Reviewed Unit Owner Smoking Complaint

- Management responded to smoking complaint 6.18.19; smoking permitted on balconies; odor may not unreasonably interfere with enjoyment of neighboring units

TOPIC **NEXT MEETING DATE**

- Next meeting date: July 22, 2019 6:30 PM, Suite 300

Board approved.