

**Pier 3 Condominium Association
Board of Directors Meeting
January 26, 2017**

CALL TO ORDER

The Board of Directors meeting was held on January 26, 2017. President A Borden called the meeting to order at 6:32 p.m. A quorum was established.

ATTENDEES

Board: Al Borden (President), Ed Collins (Vice President), Jo Ann Benner (Treasurer), J. Trevor Cloak (Secretary), Larry Solitrin (General Member)
First Service Residential: Marge Plomchok (Community Manager); Bob Convery (Maintenance Supervisor)

DECISIONS MADE OUTSIDE OF REGULAR MEETINGS

- Board approved purchase of new lighting fixtures for outside of entranceway.
- Board approved rescheduling meeting from 1/25 to 1/26.

DECISIONS

1. Next Meeting: Date not picked for next meeting date.
2. Meeting Minutes- Meeting minutes for November 2016 and December 2016 approved.
3. December 2016 Financials: Reviewed and discussed.
4. Atrium Staircases: Pencoyd expects working drawings to be finished by week of 2/6. Pencoyd wants to discuss with Association what is on the drawings; they know Association will not be ready for installation until March.
5. Third Floor Renovation: Going well. North side walls are painted; LEDs are in and so are lenses. Board decides to paint corner guards to match. Floor installation is penciled in for first/second week of March. However, contractor is three weeks out on his scheduling. Board decides that painting of unit doors and door numbers will be backcharged to unit owners (as owner's responsibility). Management to obtain prices for work. Management expects amount to be in \$50 range. Management to provide notification letter identifying range of expected cost and then notifying owners of express amount billed.
6. Third Floor Balcony Decks on South Side. Board approves draft letter concerning waterproofing project.

7. Second Floor Soffit Ceiling. Specifications received. Third party contractor has asked to get questions on work to be performed; also a possibility for third floor balconies work. Management to ask for preferred pricing.
8. Garage Lighting: Retrofit to LEDs to be completed by next week.
9. Planters: DRWC planters installed by front doors to be removed.
10. Audit Letter: 2016 Audit letter is signed.
11. Holiday Fund: \$5905 given towards staff holiday fund; staff thankful.
12. Light Fixtures: Provider of lights to come back with shop drawings for same.
13. Garage Parking: Board implements ticket and tow policy if cars in garage do not have registration sticker or guest pass.
14. April Elections: Management to approach possible candidates to determine if anyone is interested in running for Board in April elections. General notification to be sent as well.
15. Additional Upcoming Projects/Repairs: Maintenance supervisor believes significant repair work to Atrium and roof will need to be addressed in near future. Management to obtain pricing for roof work. Estimated cost for both projects without obtaining pricing for roof or multiple bids is perhaps \$7.5 million, but could be less depending on pricing. [See March 21, 2017 minutes for clarification of future projects and cost estimates.]
16. Additional Sea wall repairs: potential pylon repair work to be addressed; estimated cost is \$80k.

ADJOURNMENT

The meeting was adjourned at 7:43 pm.