

AMERICANA CONDOMINIUM ASSOCIATION INC.  
BOARD OF DIRECTORS MONTHLY MEETING  
Tuesday, December 8th, 2015

Location: 1121 Albion, 10th Floor

Time: 7:00 pm

Owners in attendance: 706,802,901,302,308,904,307,209

Board Members: Delia Herrera, Dewey Davey, Jay Davenport, Jeanette Booher, and Steve Elkins

1. Call to Order
2. Minutes Review - skipped; will approve and post the annual meeting minutes before January
3. New business
  - a. Robert's Rules of Order -- We will be implementing these rules in the coming meetings to attempt to streamline and make the meetings more efficient
  - b. Board office hours -- Starting in January the board will set up official office hours to be posted on the door of the office. Each member will spend at least one hour a week in the office to add transparency and allow for package pickup, fob creation and other items
  - c. Informal Board Meeting -- Starting in January the board will start having informal meeting on the 4th Tuesday of every month to allow residents to ask questions and raise concerns.
  - d. CAP Management -- January 1st CAP will take over the administration of the building. They will act as our registered agent for owners, tenants, vendors, realtors and title companies; explore sustainability projects; administer onsite staff; provide bookkeeping and accounting; facilitate rule and regulation compliance and dues collection; obtain bids and provide feedback to vendors. With this change the Americana will no longer have any employees. Any on site staff will be employees of CAP. The Board will not be renewing Patrick's contract and thanks him for all his hard work for the Americana. CAP will be present at the January meeting for owner questions and concerns. Initially a part time graduate student will work in the office to document our processes and allow for smothers future employee and board transitions. The information will also be used to determine if the hiring of a building engineer will be necessary and beneficial.
  - e. Mailing of required documents -- CAP will mail all required documents including dues statement; 2016 budget and letters to mortgage companies announcing the change.
    - i. New Collections Policy -- The board will be sending out a new collections policy in January to comply with a 2014 law for allowing the setup of a 6 month payment plan for back HOA dues and also to make it easier to collect back dues especially from those renting their units.
4. Maintenance
  - a. Continuing Projects
    - i. Deck Drain - This work has yet to be completed as the contractor did not obtain the proper building and wastewater permits before work was to begin. The permits are required by law and would also ensure that the work was completed correctly. This project will be put on hold until CAP takes over in January.

- ii. Cleaning Company -- We have three bids from cleaning companies that we have sent to CAP. They also plan to provide some additional bids. A cleaning company will be hired in January to clean twice a week.
- b. New projects
  - i. Elevator Rail -- A copper piece on the north elevator rail came loose and required basic repair. Patrick was able to work with the individual who installed the rail to repair it for a cost of \$9.
  - ii. 702 paint repair -- Painting costing \$50 was required for 702 to repair water damage caused by a pipe leak in 902
  - iii. Laundry machine repair -- When CAP takes over; Patrick will no longer be available to unclog the pumps in the laundry machines. This has happened three times thus far and will probably cost around \$150 each time it occurs. We will begin selling garment bags in the office and will encourage all residents to use these or other bags as any pump clogs are totally preventable.
5. Committee reports
  - a. Vending -- November and December deposit \$700.90; Expense \$224.80
  - b. Laundry-- November and December deposit \$700.90; Expense \$224.80
  - c. Social Committee -- Thanksgiving potluck went well. About 10 residents attended. Hope to do this again next year as well as other social activities.
  - d. Beautification \Projects Committee -- No updates at this time
6. Financial Reports
7. Open Forum

#### CAP Management

- Resident keys will still be available within the office. The entire board will now have access to the office via a combination deadbolt. Residents can ask for their key back if they do not wish it to be in the office.
- The changes will require added board responsibility and time commitment. All members are aware of this and feel it is part of the responsibility of being on the Board. Future members will be asked to do this as well.

#### Laundry Room

- Some residents are using too much soap and not cleaning out the machines. We will add reminders about the laundry to the elevator reader.

#### Ice and clearing sidewalks

- Ice Melt will be made available at entrances to allow residents to salt areas that are particularly bad outside.
- Board will work with CAP to make sure that our sidewalks are cleared when it snows. Clearing the parking lot is currently contracted out.

901 wanted to thank Vicki and Patrick for all they have done for the building. He also wanted to appologize if he came off as angry during the annual meeting or for any impression given that Vicki or Patrick were stealing from the association. He does not believe this to be the case.

Meeting Adjourned. Board Meeting to be held January 12th.