

Downtown I & II
Third Quarter Activity Report - 2009

- July 12 - Owners of 1225 C contacted the Board to request approval to make exterior renovations to a patio adjacent to their unit. Board reply was that plans must be provided that specify the exact extent and nature of changes before a decision can be made
- July 18 – Owner of 1225 B notified Richard of a water leak from the unit above (unit F). This was initially traced back to the garbage disposal of the owner above, but later traced to a fault in the building’s condensation drain. (See below)
- July 20 - Owner of 1225 B requested information from Board regarding cleaning of parking spaces, reimbursement for landscaping in Downtown II, status of DT I&II website and repairs needed to the gate at 1225.
- Late July - Owners in 1225 and 1227 experienced extensive water damage to multiple units due to clogged condensate drains (the pipes from each A/C unit which condense into one communal pipe). Because the damage has been caused by a communal pipe, the Association is responsible for the repairs. [Note: This is also linked to the water damage reported on July 18.]
- July 27 - Richard provided initial draft of DTI&II website to Board for review and comment. Board supplied additional documents to be posted on the website. Website is now live and owners are encouraged to visit it. <http://www.tiltonbernstein.com/properties/downtown/>
- Aug. 3 - Work on installing dryer vent screens, approved by the Board, to commence. Because these were not included in our FY 09 budget but are necessary to prevent animals from entering the vents (which has been happening and could be a fire hazard) the Board has approved a \$35 assessment to each owner to cover the cost of the vent installations. Vents will be installed in such a way that they are easy to remove when vents are cleaned, scheduled for 2010.
- Aug. 5 - Board and Richard discussed bids from engineering firms Richard received for roof work Subsequent to this conversation, the Board agreed to move forward with Seal Engineering and has signed a contract with them. Seal will perform an initial assessment of the roofs and identify the scope – and priority – for the work. They will also be involved in soliciting and reviewing bids for the repair work. While there is currently sufficient funds in the reserves to cover the cost of the engineers, this will be factored into a special assessment for all roof repairs to be discussed with owners in future meetings.

- August 5 - Board approved cleaning of all condensate drains. Richard sent notice via email and postal mail to all owners informing them that this will take place Aug. 25-26. The association will cover the cost of this.
- Mid-Aug. - Screens on all dryer vents installed.
- Late Aug. - Treasurer Tom began working on drafting FY 2010 budget for the Association. The Board decided to solicit feedback from Owners at an October Owners meeting.
- Aug. 20 - Owners notified of October 7 owners' meeting to discuss the FY 2010 budget.
- Aug. 24 - Board inquired Richard about mosquito and pest control given the excessive mosquito problem this summer. Richard advised that mosquito control is typically not an effective expenditure. Board will look into other ways of minimizing mosquito presence, e.g. cleaning of clogged sewers and avoiding standing water in common areas. Owners are encouraged to prevent standing water/dampness in their units' outdoor areas.
- Aug. 25-26 - Condensate drains were cleaned for all building lines and for all units for which keys/access was provided. Some owners expressed concern at TB holding keys to their unit and providing those keys to the vendor. Plumber noticed a small crack and leak in one owner's toilet; Richard notified owner and encouraged them to have it repaired to prevent future water damage.
- Sept. 1 - Richard provided the Board with a report from Sparado on the results of the condensate drain cleaning. Several units were not cleaned (due to lack of access to unit – no keys, alarm or dog) and several need follow-up attention. Richard will work with individual owners on this follow-up.
- Sept. 1 - Owner of 1225B notified Board of issue with the 1225 door not closing properly. Board asked Richard to have someone come out and take a look at the door as well as the 1201 door which similarly has trouble closing. The 1225 courtyard gate was also not locking properly and the intercom allowing owners to open the gate from their units needed repairs. (These were subsequently fixed; see Sept. 16 entry.)
- Sept. 1 - Owner of 1225B notified Board that they need a hose replaced in the DTII courtyard. Board authorized purchase and reimbursement of hose.
- Sept. 8 - Owner of 1225B notified Board and Richard that the shed in the DTII courtyard needs to be repaired. Board informed the owner that the shed was purchased by the owners of 1225 and 1227 and, as such, any repairs

or removal needs to be handled by those owners; it is not association property. Requests for purchase of a new shed using Association funds may be made to the Board.

- Sept. 16 - Front doors to 1201 and 1225, 1225 courtyard gate and 1225 intercom have been repaired.
- Sept. 20 - Richard forwarded report from Seal Engineering regarding the roof replacement project. (Report attached.) Board scheduled a conference call with David Fyffe from Seal. (Call held on Oct. 1.)
- Sept. 25 - Owners of 1225 C contacted Board regarding potential renovation project to their condo. Board will meet with owners to review potential project. (Meeting took place in October.)
- Oct. 1 - Board held conference call with Richard and David Fyffe from Seal Engineering. Fyffe reviewed their report and recommendations. He indicated that all roofs need to be replaced in the next 1-2 years. This will require removing the original roof as well as the current existing roof. This project can be broken down into several separate projects (ie – 1306/1308; 1201-1207; 1225/1227). Based on his observation, he would recommend replacing 1201-1207 and 1225/1227 first. Replacement is likely to take 2-3 weeks for each project and will necessitate a staging area in the parking lot and/or courtyard. Fyffe recommends replacing with a gravel surface roof (pros/cons included in their report). The Board gave Fyffe the go ahead to write up a proposal to put out for bids. He will also provide the Board with rough guesstimates as to the cost. The Board emphasized that this is important for budgeting purposes for 2010 (with respect to determining assessments for 2010). The Board and Richard agreed that, for bidding purposes, we will aim to move forward with the roof replacement in the fall of 2010. The Board will discuss the engineering report with the Owners at the October meeting as well as the annual winter meeting.

Subcommittee Reports

Beautification Subcommittee – No report for the 3rd quarter.

Bylaws Subcommittee – No report for the 3rd quarter.

Parking Subcommittee – No report for the 3rd quarter.

Communications Subcommittee – No report for the 3rd quarter.

Windows Subcommittee – Owners who are interested in replacing their windows have signed contracts and ordered their new windows. Installation will take place in the coming months.