

Downtown I & II
Fourth Quarter Activity Report - 2009

- 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.
- Oct. 3 - Owner contacted Board regarding potential 4th Zipcar spot in DT I parking lot. Asked whether Zipcar spots are registered with TB. Board responded that the Bylaws don't seem to require owners of parking spaces to register the users of those spaces (whether they lease to Zipcar or rent to someone else) with Tilton Bernstein. Board also noted that it appears that spots 7, 11 and 13 are current Zipcar spots.
- Oct. 10 - Guy & Christina had lien form signed and notarized. Lien is being placed on unit 1306 B which currently has \$2,300 in outstanding condo fees.
- Oct. 8 - Owner of 1205C contacted the Board regarding the Zipcar parking spaces. There may be a 4th Zipcar spot in space #4. Owner encouraged the Board to enforce the compromise agreed to at a previous annual meeting requiring owners of parking spaces who lease their space to a non-owner (including Zipcar) provide a copy of the rental agreement and register those spaces with Tilton Bernstein. The Board will discuss this.
- Oct. 9 - Owner of 1225 B contacted the Board with a number of concerns and budget proposals including: repainting the mailboxes; fixing cracks in courtyard paving; cleaning leaves from drains, gutters and window wells; ongoing problems associated with the BP station including gas fumes, trash, fights, and security cameras. Owner also indicated that it doesn't appear that the dryer vent screens have been installed on the 1225 and 1227 dryer vents. The Board asked Richard to remind the cleaners to remove leaves throughout the fall. The Board suggested the other budget items be brought to the Oct. 20 owner's meeting to be discussed in the context of the 2010 budget. Board is looking into the dryer vent screens for 1225 and 1227 and why they weren't installed with the other screens. (Vents have since been installed.)
- Oct. 11 - Owner of 1205D suggested including 1221 N St in our trash contract. Board suggested that our dumpsters fill up pretty quickly and this might require an additional day of trash pick-up (we currently have 4 days of pick-up). Richard advised that this would add

\$65/month to our contract. It is not currently in our budget but could be considered in 2010.

- Oct. 19 - Richard provided Board with October financials.
- Oct. 19 - Treasurer Tom Wehr submitted the Board's proposed 2010 budget to the owners. Owner comments and suggestions will be discussed at the Oct. 20 owner's meeting.
- Oct. 20 - October owner's meeting. See separate minutes.
- Oct. 20 - Richard notified the board that the graffiti on the tree box has been painted, the new graffiti on the mailboxes has been washed off but the old graffiti is still there. Richard advised that since the mailboxes have not been painted before, the Board may not wish to paint them as this will require regular maintenance.
- Oct. 23 - Guy notified Richard about several follow-up items from the Oct. 20 owner's meeting:
- 1) Tree trimming in 1225 courtyard: apparently the tree branches are still scraping against the building next door (1223 N)...please have Denchfield address this, as we do not want to be responsible for damage caused to that roof/building.
 - 2) Roof replacement: Seal Engineering were supposed to get back to us with a ballpark figure of how much the costs would be so that we can include them in the budget and start thinking about a special assessment. Please follow-up with them on this. (This was provided on Oct. 26; see below.)
 - 3) Door of 1203 N is not closing properly. Maybe it needs a mechanism like the one installed in 1201 N. (This was subsequently installed.)
 - 4) Regular oversight of property: several owners are concerned that although our contract with TB states that there are weekly visits to the property, you are not catching some things, especially when it comes to oversight of contractors who have performed work (e.g. tree trimming, clean up crew, dryer vents, graffiti on mailboxes and tree boxes, trash overflow). In other words, there was concern that TB is not being proactive enough on issues that could be addressed relatively quickly and with minimal owner involvement.
- Oct. 23 - Richard notified the Board that he could not find anyone interested in the sculpture and asked the Board if he should look into a cost for removal. Christina commented that we probably do not have sculpture removal included in the budget.
- Oct. 23 - Upon request from John Malpass that the Board act on the decision made at the annual meeting to request owners of parking spaces to register them with Richard, Guy asked Richard to look into this. The Board asked that Richard ask owners who lease their spots to non-owners to provide the leasees information, a copy of the lease, and, in the case of Zipcar, ensure that "Zipcar" is painted on their spot. Richard advised that, while he can do this, he would advise against it as it is contradictory to what the Bylaws permit and would make enforcing other provisions of the Bylaws difficult. A notice was sent to all owners with the information requested by Nov. 13.

- Oct. 25 - Richard notified Board of scooter parked in DTI courtyard. Board replied that scooter belongs to Nick DeBlasio; the Board is aware of this and approved it as a temporary parking location; and Nick is in the process of selling the scooter.
- Oct. 25 - Richard notified Board of chairs placed next to the dumpster and advised Board that a bulk trash pick-up would need to be scheduled to remove the chairs and that there would be an additional charge for this. Guy indicated that Richard should proceed with scheduling the bulk pickup and notify owners.
- Oct. 26 - Richard notified owners that a bulk trash pick-up would be scheduled on Friday, November 13th. All items must be out for pick up, by the trash dumpster, by 7:00 am. Richard also reminded owners/residents that they are responsible for the removal of their individual items that do not fit into the dumpster. By Oct. 30, no owners had notified Richard that they are interested in a bulk trash pick-up and the chairs had been removed from the dumpster. The Board decided to forgo the bulk trash pick-up and asked Richard to notify owners.
- Oct. 26 - SEAL Engineering provided the Board with an “order of magnitude” estimate of the roof replacement.
1225: \$40,000.00
1227: \$24,000.00
1201-1207: \$155,000.00
1306-1308: \$44,000.00
Total as separate projects: \$263,000.00
All as One Project: \$245,000.00
- Oct. 29 - Richard notified the Board that his partner would be interested in taking the sculpture in the back courtyard. Richard estimated that the cost to remove the sculpture would be about \$2000 - \$3000, which they would be willing to assume.

Christina subsequently is researching the sculpture and options for its removal, including having it appraised.
- Nov. 16 - Owner of 1207 F notified Richard and the Board of a leak in her bedroom ceiling. The Board authorized Richard to look into the source of the leak and repair estimates.
- Nov. 18 - Richard provided Board November financials.
- Nov. 19 - Richard informed the Board and owner of 1207 F that the leak in her roof was caused by bad coping. The Board approved the repair.
- Nov. 19 - Owner of 1225 C requested the Board sign a letter for the City regarding their expansion project. Board indicated they could not sign such a letter since there were still questions from the Board’s initial meetings with the owner that the owner had not answered, including details on changes to the exterior walls and legal implications (e.g. changes in ownership share and monthly condo fees) of

the expansion. The Board could not approve the request before such information is provided.

- Nov. 20 - Owners requested Board explore possibility of grouping Zipcar spaces together to reduce confusion of where those spots are. Caroline Hermann indicated she was working with Zipcar to have their spots more clearly labeled.
- Nov. 23 - Board and Richard held a conference call. Topics discussed: (1) parking spaces and having them more clearly labeled by Zipcar; (2) request by owners of 1225 C to enclose balcony; (3) repair work on ceiling leak in Unit 1207 F; and (4) approval of 2010 budget.
- Nov. 23 - Tom submitted final approved budget for 2010 to Richard. Board also approved moving to all electronic collection of association fees (i.e. – no paper slips will be sent). Richard will send copies of the budget with an analysis/explanation from Tom to all owners.
- Nov. 23 - Board decided to retain a lawyer to look into legal issues surrounding balcony request from 1225 C. Owners were informed that Board is conducting due diligence on this request.
- Dec. 1 - Richard retained a lawyer on behalf of the Board to look into the balcony request from 1225 C. A conference call with the attorney was scheduled for Dec. 9 – the first day that everyone is available. This update was communicated with the owners.
- Dec. 2 - Richard asked the Board to identify a date for the annual owner’s meeting. The Board and Richard agreed on Feb. 18. Notices will be sent out by Richard and Christina one month prior to the meeting.
- Dec. 9 - Board, Richard and attorney Julie Dymowski (Whiteford, Taylor & Preston, L.L.P.) held conference call to discuss request by owners of 1225 C to enclose the balcony adjacent to their unit. After advice from attorney and Richard as well as reviewing other similar caselaw, Board discussed extensively and failed to reach a consensus agreement to grant permission. Board requested the attorney draft a letter explaining why the Board was denying the request. Owners were notified of a forthcoming decision and accompanying letter from the attorney.
- Dec. 11 - Richard provided Board with draft letter from attorney regarding 1225 C balcony request. Board provided suggested edits and approved the letter.
- Dec. 11 - Owner of 1225 A contacted Board and other owners to request information on 1225 C balcony enclosure request. Board replied that they are carefully considering the request and doing the appropriate due diligence to make an informed decision.
- Dec. 13 - Owner of 1225 B contacted Board and other owners to request information on 1225 C balcony enclosure request. Board again replied that they are carefully considering the request and doing the appropriate due diligence to make an informed decision.
- Dec. 14 - Board notified owners of 1225 C of their decision. Letter from attorney was transmitted to owners.

Dec. 15 - Richard provided Board December financials.

Dec. 15 - Owner of 1225 B provided a recommendation for a chimney inspector. The Board budgeted for chimney inspections for all chimneys in 2010. Cleaning will be done as needed and at individual owners' expense. This information was forwarded to Richard. Typically Richard solicits bids for these types of services and the Board selects from the bids received; the company suggested by 1225 B is the company Richard has used in the past because they typically are the best value.

Owner also asked about process of filling Board vacancies. Board replied that there will be 2 2-year vacancies to be filled at the owner's meeting. Anyone wishing to serve on the Board simply has to volunteer at the meeting; an election will occur if there are more volunteers than vacancies.

Dec. 16 - Christina followed up with Caroline Hermann regarding Zipcar more clearly labeling their 4 parking spaces.

Dec. 17 - Caroline Hermann contacted Zipcar to request that they send someone out to re-hang the signs. Zipcar is also working on placing placards in each car to remind the driver to park in the properly assigned spot. The Board will revisit the issue of painting Zipcar signs on the assigned spots given some comments from owners requesting no painting.

Dec. 17 - Richard provided the Board the roof estimates from SEAL Engineering. Owners interested in seeing the complete bids may request a copy from the Board. The Board is scheduling a conference call in early January to discuss. This also will be further discussed at the annual owner's meeting. In summary, 6 bids were received: (note that Daylight Construction did not submit bids according the format requested by SEAL)

Contractor	Base Bid	Alternate 1: HVAC Stands	Schedule (days)
Simpson of Maryland	\$249,000	\$40,300	45
Drew Construction Services	\$277,060	\$67,600	75
Vatica Contracting	\$329,400	\$44,850	45
James R. Walls Contracting	\$365,925	\$35,776	90
* Daylight Construction	\$370,355	*	*
The Culbertson Company	\$479,887	\$63,700	90

Dec. 20 - Owner of 1205 C inquired about the status of snow removal during the blizzard, specifically in the parking lot. The Board replied that the snow removal guys had been out once early that day and would be back later Saturday afternoon.

- Dec. 20 - Tom reminded owners that Christmas trees should be discarded at the dumpster and NOT left in the tree boxes next to the street. Because we do not have trash removal from the city, they will not collect trees left in our tree boxes.
- Dec. 29 - Caroline Hermann indicated that Zipcar said they will have someone come out to re-hang the fallen signs.

Subcommittee Reports

Beautification Subcommittee – Per Nick DiBlasio, the Beautification Committee will be holding its first meeting Jan. 13, 2010 from 7-9pm at 1225B. He encourages attendees to bring their wish list for 2010 for yearly planning. The Board reminds all owners that the 2010 budget has already been finalized; any additional funding requests will have to be accommodated within the existing budget (which was discussed with owners at the October owner's meeting) and distributed to owners in December.

Bylaws Subcommittee – No report for the 4th quarter.

Parking Subcommittee – See notes above regarding signage for Zipcar spaces. Caroline Herman has been calling Zipcar repeatedly to follow-up on the signage request. James Schafer is the Zipcar contact.

Communications Subcommittee – ANC meetings are held the first Wednesday of each month. The most recent ANC meeting was Wednesday, January 6th at 7:00pm. Meetings are held at the Washington Plaza Hotel on Thomas Circle. The agenda is available at:
<http://www.anc2f.org/0110ancagenda.pdf>

Windows Subcommittee – Most units have had their windows installed. They are AMAZING. The remaining units who ordered windows have scheduled installation for early January. Others are welcome to view the installed product at 1225 #B if they are interested in purchasing windows in the future.