

Downtown I & II
First Quarter Activity Report - 2010

- Note: The front doors have been repainted.
- Jan. 10 - Owners of 1225 C submitted a request to the Board for maintenance and repair work to their terrace, a Limited Common Element. The Board submitted the request to the association's attorney for review and will schedule a call with her to discuss.
- Jan. 11 - Owner of 1207 F asked the Board whether a decision had been made regarding a special assessment for the roof replacement. Board replied that we are looking into various financing options and would be discussing the roof replacement at the annual meeting.
- Owner also indicated that someone's fireplace is filling her unit with smoke when they have a fire. She is trying to identify which unit is causing the problem.
- Board authorized Richard to solicit bids for chimney inspections from Rooftop Chimney's and Winston's, per the 2010 budget. The association will pay for each owner's chimney to be inspected; any repairs identified will be the responsibility of owners.
- Jan. 11 - Owners of 1225 C submitted letter to the Board requesting payment of \$3,394.39 for costs incurred in preparing plans for potential exterior renovation. Board acknowledged receipt of the letter and indicate a response would be forthcoming. Board requested that the association's attorney review and advise.
- Jan. 12 - Richard submitted Annual Meeting Notice to Board for review. Board reviewed, edited and returned to Richard to be sent to owners the week of Jan. 18.
- Jan. 13 - Attorney suggested Board retain an engineer to assess status of terrace of 1225 C. Board agreed and asked Richard to ask SEAL Engineering to make the assessment.
- Jan. 13 - Guy asked Owner of 1207 F if she had identified the unit's fireplace causing the smoke issue in her unit and if we need to have someone come out to take a look at it before the regularly scheduled chimney inspections. Owner replied that sources of smoke remains unidentified and that she will keep the Board posted on developments.
- Jan. 15 - Board held conference call with SEAL Engineering to review roof replacement bids.
- Jan. 14 - Caroline Hermann reported that she spoke with James Schafer at Zipcar. He said he was at our parking lot the previous week to evaluate the signs, and should have the fallen signs rehung by end of next week at the latest. He also gave Caroline his cell phone number in the event residents find a Zipcar erroneously parked in their spot: (202) 329-3722. In turn, she provided him with a board member's contact information. He said the delay is due to changeover in Zipcar staff.
- Jan. 19 - Richard reported to the Board that Sun Trust might be able to provide a loan to the Association for the roof replacement. The term of the loan would be 5 years at an interest rate of 7.5%.

- Jan. 19 - Richard sent monthly financials to the Board.
- Jan. 19 - Richard mailed notice of the Feb. 18 annual owner's meeting to all owners.
- Jan. 20 - James Schafer contacted Christina to request information regarding the Zipcar spaces behind DTI. Christina provided the space numbers and additional information per his request.
- Jan. 22 - Board held a conference call with Richard and attorney Julie Dymowski (Whiteford, Taylor & Preston, L.L.P.) to discuss requests by owners of 1225 C to repair/replace their terrace and to reimburse them \$3,394.39 for costs incurred during process of soliciting approval to enclose their terrace.
- Jan. 27 - Christina emailed notice of the Feb. 18 annual owner's meeting to the list-serve.
- Feb. 2 - Steve Oatmeyer contacted the Board about the sculpture in the courtyard. He offered to take on the challenge of trying to have it appraised and to identify a possible buyer. Board expressed appreciation; Christina offered to share her research to date regarding identifying an appraiser.
- Feb. 3 - The Beautification Committee met and shared draft minutes with the Board; a final report will be forthcoming.
- Feb. 3 - Association attorney submitted letter for Board review in response to request from 1225 C that the Association reimburse \$3,394.39. Board reviewed and approved the letter; it was sent to owners. Board is denying the request on the grounds that most, if not all, of the asserted expenses were incurred on the owners' own initiative and certainly at their own risk as approval is not guaranteed in such matters.
- Feb. 4 - Guy, on behalf of the Board, sent a response to the owners of 1225 C with respect to repair of their terrace. Based on report from the engineer and the Association's condo docs and upon advice from the association attorney, Board responded that normal maintenance of a limited common element is the responsibility of the owner with exclusive use of the LCE. As such, damage caused to the wood flooring as a result of lack of maintenance is the owner's responsibility. However, the drainage issue is determined to be a structural issue and, as such, is the responsibility of the Association to repair. The Board will include this repair in the upcoming roof replacement work.
- Feb. 4 - Owners of 1225 C requested information on legal expenses the Association has spent in recent months. Owners also requested explanation as to the delay in the annual meeting which typically is early in February. Board responded that meeting date was set as the first date in February that all 3 Board members and Richard are available.
- Feb. 6 - Owners of 1225 C notified the Association and Richard of a leak in their bedroom ceiling likely caused by the massive amount of snow on the roof. They called the TB emergency phone number; Richard has also responded that someone will be out to remove some of the snow and initiate repairs as soon as possible.

- Feb. 7 - Owner of 1306 D notified Richard of a leak in his bedroom ceiling likely due to the massive amount of snow on the roof. Richard indicated that an emergency service call has been placed to have someone remove some of the snow from near the flashing (it is likely leaking from the flashing).

- Feb. 7 - Owner of 1225 F indicated that he has water stains on his ceiling but no active leaking yet.

- Feb. 7 - Owner of 1205 H reported to Richard that he also has a water leak and bowing ceiling as a result of the snow. Richard responded that a crew is coming out Feb. 8 to remove as much of the snow as possible from the roofs. He indicated that he has a tenant in the unit and wants to be as responsive as possible to the tenant. The Board and Richard responded that the snow is going to be removed from the roof on Feb. 8 but repairs must be done first to the roof before the interior is addressed but that this will be covered by the Association.

- Feb. 7 - Owner of 1225 A contacted the Board requesting clarification with respect to limited common elements and owner versus association responsibility. Guy responded on Feb. 8 with clarifying information, highlighting what was being posted on the list-serve and to the website.

- Feb. 8 - Owner of 1205 C reported to Richard that he has water leaking into his bedroom as well along the back wall (although he is not on the top floor). Richard indicated that this was also likely due to the snow on the roof leaking into the flashing. Crews are expected Feb. 8 to remove as much of the snow as possible from the roof.

- Feb.8 - Board sent the following notice to owner's via the list-serve and posted it on the website.

To All Unit Owners:

As is evident by the communication below from Unit 1225-C, there is a misunderstanding of maintenance responsibilities for Limited Common Element terraces/balcony appurtenant to a unit. The Board has responded to owners of 1225-C in a separate e-mail, but wanted to share the following with the Association:

The Bylaws of the Association clearly enumerate maintenance and repair responsibilities for Limited Common Elements. The specific provision is Article VI, Section 1(b)(2) of the Bylaws, which states:

"Each Unit Owner shall perform normal maintenance to any Limited Common Element appurtenant to such Unit Owner's Unit . . . "

Based on this language, responsibility for regular maintenance of a Limited Common Element terrace/balcony is placed on the unit owner with use of the area and not the Association. Regular maintenance in this context includes not only cleaning, but also protecting and sealing the terrace/balcony surface on a regular basis.

We ask that each affected unit owner review this matter and ensure that he or she undertakes the necessary Limited Common Element maintenance as set forth above. Any damage occurring because of a unit owner's failure to maintain a Limited Common Element will be the responsibility of the unit owner.

Finally, please note that Limited Common Element parking spaces are addressed separately in the Bylaws and, therefore, are excluded from the maintenance responsibility addressed above.

Please let us know if you have any additional questions in this regard.

- Feb. 8 - Owner of 1207 H reported water damage along her bay window.
- Feb. 8 - Owner of 1201 H reported a ceiling leak.
- Feb. 8 - Owner of 1225 C reported an additional leak from their skylight.
- Feb. 8 - Guy sent a notice to the list-serve acknowledging the rash of recent roof leaks and water damage and indicating that crews will be out today to remove snow and begin to patch the roof. He reminded owners that this has been a recurrent problem and the Board is working on addressing it. The roof replacement will be a primary topic of discussion at the Feb. 18 annual meeting.

Crews were out shoveling snow off of the roofs. Some owners notified the Board that they were upset that the snow from the roof ended up blocking their stairwells, terraces and courtyard.
- Feb. 8 - Owner of 1205 G reported water damage around his bay window.
- Feb. 9 - Owner of 1207 D reported that the snow removal in the parking lot behind 1205 and 1207 has resulted in his car being partially blocked in. He asked if there was anything that could be done about this. Richard replied that he would look into it and pass it on to the snow removal crews, although with the quantity of snow we have received, it is becoming increasingly difficult to identify places to put the snow.
- Feb. 10 - Owners of 1201 H reported that the hinges on the skylight to the roof at 1201 has broken and should be repaired at some point.
- Feb. 10 - Owner of 1306 D reported that parts of his ceiling have started to collapse due to the water damage. Richard confirmed with the owner that Daylight Construction will be out the morning of Feb. 11 to deal with his collapsed ceiling.
- Feb. 11 - Owner of 1205 F reported water leaking from her skylight. She also reported water damage on her ceiling.

- Feb. 11 - Richard informed the owners of 1205 F and 1225 C that skylights are the responsibility of individual owners (like windows) and leaks from the skylights should be addressed by owners.
- Feb. 11 - Owner of 1203 G reported water damage from the roof; the water is coming out through a light fixture.
- Feb. 11 - Owner of 1225 A reported water damage seeping through her medicine cabinet in her bathroom and into an electrical socket. It has also caused damage to the wall between her closet and bathroom.
- Feb. 11 - Daylight Construction was at 1306 D to address the immediate repairs needed to the unit due to the water damage.
- Feb. 12 - Owner of 1225 A reported the security light in the DT II courtyard is out. Richard will have it replaced.
- Feb. 12 - Board notified all owners of the growing number of owners reporting water damage and asked owners who discover water damage report the damage to the Board and Richard. The Board also asked for patience and assistance in dealing with the storms' aftermath and indicated that the larger issue of the roof will be discussed at the Feb. 18 meeting.
- Feb. 12 - Owner of 1225 E reported water damage.
- Feb. 12 - Owner of 1201 G reported water damage.
- Feb. 12 - Owner of 1227 C reported water damage.
- Feb. 12 - Owner of 1205 E reported water damage.
- Feb. 12 - Owner of 1205 D reported that the leaders that drain the roof gutters are visibly frozen on the outside and that in one case (by the garbage bin in the alley on 12th Street side) the leader elbow is physically disconnected. Richard replied that they are aware of this but that there is nothing they can do to defrost the drains. Owner of 1227 B reported that the drains on the front and back of 1227 are also frozen.
- Feb. 12 - Richard contacted every owner that has, to date, reported water damage to describe the repair process. The roof will need to be patched first before interior repairs can be made. He requested that owners submit photos of the damage for inclusion in the report to the insurance company. Subsequent to this request, owners have been submitting photos of the water damage.
- Feb. 12 - Richard notified owner of 1207 D that the snow crew was going to come back out today to try to move some of the snow pile to permit him to maneuver out of his parking space.
- Feb. 13 - Owner of 1203 H reported water damage on her bedroom ceiling due to the snow.

- Feb. 13 - Owner of 1225 A reported that the wall in her party closet (adjacent to the bathroom) gave way and the shelves and contents fell. The wall will no longer support the weight.
- Feb. 15 - Richard submitted monthly financials to the Board.
- Feb. 17 - Richard provided an updated delinquency report to the Board. Board agreed to proceed with putting a lien on 1201 B which currently has an outstanding balance of nearly \$2500.
- Feb. 17 - Board held a conference call to finalize the agenda for the annual owner's meeting; discuss the roof leak repairs; the request from the owners of 1225 C regarding legal fees; delaying chimney inspections until after the roof is replaced; request from owner of 1207 D's parking spot; and the beautification committee meeting minutes. Board agreed to delay chimney inspections for now given that the coldest winter months were behind us. The inspection will be scheduled for late Fall 2010. Board also agreed to proceed with limited interior repairs to the units with the most extensive damage and delay the rest of the repairs until after the roof is replaced this spring.
- Feb. 17 - Owner of 1227 B asked Board questions regarding when the original roof was installed and the status of any warranty as well as the engineering assessment. Board replied that while we don't know the age of the original roof, we believe it dates to the late 1980's. Richard also indicated that the son of the original roofer made one repair but has not honored a warranty on the entire property. Board also clarified that the engineering survey that was completed a couple of years ago was a general assessment of the entire property. The Board contracted with SEAL Engineering in 2009 to conduct an assessment of the roof and make a recommendation for its replacement.
- Feb. 17 - Tom Wehr posted the Treasurer's report to the list-serve. It generated a number of questions from owners regarding the special assessment, whether more bids should be solicited, the potential of an unsecured loan, the anticipated reserve balance,
- Feb. 18 - Owner of 1203 H submitted her proxy to the Board along with thoughts on the roof replacement.
- Feb. 18 - Richard notified owners of 1306 D, 1225 A, and 1205 H and that Donnie Thomas would be out early the morning of Feb. 19 to make an initial assessment of the immediate repairs to be made and an estimate of the cost.
- Feb. 18 - Owner of 1203 C submitted her proxy to the Board. (Note – a number of owners submitted proxies directly to Richard.)
- Feb. 18 - Owner of 1207 G asked Richard and Board about whether the master insurance policy includes interior walls. Richard replied that the master policy includes coverage for the finished interior surfaces of any walls that existed at the time of conversion from rental to condo. So, unless, you split one room into two, all interior walls would be covered under the DT I and II existing master policy.

- Feb. 18 - Owner of 1207 C asked Board to release information on delinquent accounts. Board discussed and decided to release a list of delinquent accounts with the names removed.
- Feb. 18 - Board responded to request from 1225 C regarding legal fees.
 - Consultation on original request for enclosing the balcony and drafting of response letter: \$1,202
 - Consultation on demand for compensation and drafting of response letter: \$1,005
 - Consultation on request to replace the balcony and drafting of response letter: \$1,711
 - Total: \$3,918
- Feb. 18 - Board hosted annual owner's association meeting. See separate minutes. Major action items included:
- The Board will proceed with implementing a parking pass system.
 - Christina will send out a notice about the new bylaws/condo docs subcommittee and contact information for the existing volunteers.
 - The Board will post the SEAL Engineering report. The Board will also post the bids received for the roof replacement.
 - The Board will begin looking into a loan from SunTrust and will develop a potential timeline. The Board will circulate updated information and a revised budget to owners in March and will likely reconvene another owner's meeting to discuss.
 - Elections: Guy Ben-Ari and Tom Wehr were elected to a 2 year term.
- Feb. 19 - Christina posted election results to the list-serve.
- Feb. 19 - Board asked Richard to contact SunTrust to get additional details on potential loan for roof replacement (see below) and to contact Simpson Roofing to determine when they could begin the roof replacement if we are to sign a contract with them (RB has contacted). Board also began discussing possible timetable for roof replacement, financing, and a revised budget.
- Feb. 19 - Board posted SEAL Engineering report and roof bids to the list-serve per discussion at Feb. 18 owner's meeting. These were also posted to the website.
- Feb. 19 - Owner of 1225 B contacted the Board to request an additional owner be added as a Board member; to express concerns with how the election was handled; to request that the Board lightly use *Roberts Rules of Order* at meetings; and to ask the Board to permit the owners of 1225 C to make the external changes they have requested to their unit.
- Feb. 19 - Richard provided board with additional information from Sun Trust on a possible loan for the roof replacement. The loan would be a term note; payments would be amortized over 3, 4, or 5 years depending on the project size, with monthly payments of principal and interest; there is no penalty for early pay off; the cost (if approved) is a 1% origination fee and a \$125.00 document preparation fee which would be collected at closing. Upon submission of a complete loan application, the processing typically takes approximately 5 business days.
- Feb. 21 - Christina posted the charge and contact information for the new bylaws subcommittee.

- Feb. 22 - Owner of 1205 C contacted Board regarding sections of the bylaws pertaining to financing the roof. Board replied that it would discuss this during its conference call on Feb. 23. Christina subsequently responded after the Board's call that he is correct that there are several sections of the bylaws that lay out how the Association can move forward with financing the roof replacement. Christina noted that this would be laid out in a letter to owners in the coming weeks.
- Feb. 22 - Tom provided the Board with an updated roof spreadsheet in advance of the Feb. 23 conference call.
- Feb. 23 - Richard notified owners through the listserve that the fire alarms will be tested Feb. 26. Owners should disregard alarms throughout the day. Richard subsequently notified the Board that there is a problem with the batteries. Richard is having this investigated further and will get back to the Board.
- Feb. 23 - The Board held a conference call. Topics discussed were: a report on the bylaws subcommittee meeting Feb. 28; Richard will proceed with setting up a parking pass system; concerns about how the annual meeting was managed (additional voting Board members cannot be added, per the Bylaws; Guy will respond to those that had concerns); roof replacement financing and next steps (Christina will draft a letter to owners outlining the Board's recommendation, the relevant sections of the Bylaws, and the next steps); and approving the annual meeting minutes.
- Feb. 24 - Owners of 1201 H contacted Richard regarding the status of the interior repairs as they are in the preliminary stages of selling. Richard responded that he is in the process of scheduling a time for the insurance adjuster to visit the property after which temporary interior repairs can begin for the units with the most severe damage.
- Feb. 25 - Christina posted the minutes from the Feb. 18 annual owners meeting.
- Feb. 25 - Richard reported to Guy regarding the next steps for the roof replacement. SEAL Engineering has spoken with Simpson, our preferred roof contractors. Simpson is busy through the summer, so we will need to start our project in early April or in September. Given that September is too late, Richard will submit the paperwork to SunTrust today; their turnaround time is 3-5 days. If the loan is not approved or the association does not approve the loan the Board will propose to levy a special assessment.
- Feb. 26 - Richard is completing the application for the potential loan with SunTrust. Richard also provided additional information to the Board regarding the potential timing of the roof replacement. A signed contract would be required by mid-March to allow mobilization to begin. Work would begin the end of March and be completed by mid-May. Payment would be required in 3 installments. Work and payment would be completed by the end of June. This is contingent on securing a loan and receiving approval from the Association to sign for a loan.
- Feb. 26 - Richard notified owners with significant water damage that Scott Klein, the insurance adjuster, will be at the property on Tuesday morning, March 2, beginning at 8:00 am. He will be going into the units that had significant damage and will only need to see a

representative sample of those units with staining. Richard advised owners that they be at home for this inspection.

- Feb. 27 - Owner of 1203 E reported water damage to Richard and asked to be added to the list-serve. Christina provided him with information as to how to sign up for the list-serve.
- Feb. 27 - The security light by 1227 has been replaced.
- Feb. 27 - Owner of 1205 G contacted the Board about replacing his 3 bedroom windows which face the alley with 2 windows during the window replacement. The Board discussed and, on March 7, referred him back to a decision made and posted in the 2009 1st Quarterly Activity Report: "The Board also agreed to permit owners to replace existing windows with limited modifications, but they must look similar to the existing layout and color. The number of vertical window sections cannot be altered (i.e. – if an owner currently has 3 vertical windows in one window opening, any replacement must include 3 vertical windows – they can not replace with 1 or 2 vertical windows instead of the existing 3)." The Board responded that he cannot replace his 3 bedroom windows with 2; they must be replaced with 3 new windows.
- March 2 - Richard submitted a resale certificate to the Board for signature for Unit 1205 C. Tom signed and returned.
- March 6 - Owner of Unit 1205 C inquired whether he could lease parking space 4 from the association as it has not been used in months. The Board replied that only parking space owners can reassign use of their parking space even if, as in this case, the owner of the space is delinquent in their condo fees.
- March 6 - Caroline Hermann (parking subcommittee) notified the Board that she again contacted Zipcar to ask that someone promptly come out to re-hang the appropriate signs for the Zipcar spaces behind Downtown I. (Zipcar has since installed new signs more clearly identifying their spaces.)
- March 10 - Richard notified owners with the most significant damage from the roof leaks during the blizzards that interior repairs will begin March 15. The units affected are 1201 G; 1306 D; 1225 A; and 1205 H.
- March 10 - Guy and Christina signed the requisite paperwork to put a lien on Unit 1201 B which is nearly \$2500 in arrears.
- March 10 - Pursuant to Article II, Section 4 of the bylaws, the Board passed a resolution calling for a special meeting to be held on March 18, 2010.
- March 11 - The Board discussed and edited the letter to owners detailing the roof replacement process and its recommendations. The Board agreed on the final recommendations.
- March 11 - SEAL Engineering and Simpson agreed to the timeline proposed by the Board:
Week of March 8 - sign letter of intent with Simpson
March 12 - send memo out via email and snail mail

Week of March 15 or 22 - owner's meeting
March 26 - deadline to submit approval ballot
March 29 - sign contract with Simpson; sign loan with SunTrust

- March 11 - Richard notified the Association's attorney of the requirement from SunTrust that the Association be incorporated for approval of the loan. The Attorney replied that condos in DC typically are not incorporated and that, to do so, would cost up to \$10,000 and take 3 to 6 months. Since this is not an option for DT I&II, Richard will see if there is a way around this with SunTrust.
- March 12 - Pursuant to Article II, Section 5 of the bylaws which state that 7 days notice must be given for a special meeting called by the President of the Board, the Board sent all owners, via the list-serve and postal mail, an announcement of a special meeting March 18 and a detailed memo regarding the roof replacement, including a ballot to vote to approve (1) the Board's recommendation to proceed with replacing the roof with Simpson of Maryland as the roofers and (2) the Board's recommendation to secure a \$300,000 loan from SunTrust to finance the roof.
- March 15 - Several owners asked the Board questions about the financing, the special assessments, the selection of SEAL Engineering, and the selection of Simpson of Maryland as the roofers. The Board responded to all questions. A number of owners weighed in on the list serve with their thoughts and observations.
- March 15 - Per the request of an owner, the Board asked SEAL Engineering to provide the roof specs to Ketchmark so that they could bid on the project. Upon reviewing the specs, Ketchmark declined to bid on the project as they do not typically do the type of roof outlined in the specs.
- March 15 - The Board signed a non-binding letter of intent with Simpson, with the understanding that the Board's ability to sign a binding contract is contingent on approval from the Association and securing the loan.
- March 16 - Treasurer Tom Wehr provided to the list serve his financials spreadsheet which detail the special assessments as well as the reserves balance.
- March 18 - Richard submitted the March financials to the Board.
- March 18 - Richard notified the Board that, should the Association approve the loan with SunTrust, they have approved it as well, and have waived the requirement that the Association be incorporated.
- March 18 - Secretary Christina West collected proxy ballots sent to Richard and the Board in advance of the special meeting.
- March 18 - The Board held a special owner's meeting to discuss the roof replacement and to vote on proceeding per the Board's recommendations (namely, to contract with Simpson to do the replacement and to secure a \$300,000 loan from SunTrust to finance the project). See separate minutes for this meeting.

- March 19 - Based on the votes at the special meeting and per the Board's instructions, Richard moved forward with finalizing the loan with SunTrust and the contract with Simpson. Christina distributed the minutes from the meeting to the list serve. They will also be posted to the website. The new condo fees, including the loan special assessment will take effect May 1. A notice will be sent to all owners.
- March 22 - Richard forwarded the contract from Simpson to the Board for signature.
- March 22 - The Board contacted the owners of 1225 C to coordinate the repair of their balcony floor with the roof replacement. They want to move forward with this during the roof replacement and will likely provide their own upgraded materials for the deck replacement.
- March 24 - Owner of 1207 F contacted the Board to ask if she can change the layout of her windows when she has them replaced. The Board replied that the layout of the windows cannot change with a replacement.
- March 25 - The Board met with Richard, SEAL Engineering and Simpson to walk through the roof project. Work will begin Friday, April 2; work will begin each day at 7am and conclude by 5pm. The 1225 C balcony will be completed after all of the roof work has been completed. Per a question at the March 18 meeting, the scope of work includes replacement of all gutters and spouts. As some of the upper units have their dryer vents, AC condensation lines, and AC power lines all coming out of the same exit on the roof, Simpson will separate the AC lines from the dryer vents and have them come out of separate exits. Additional details will be provided by SEAL Engineering and will be shared with the list-serve (received March 26).
- March 26 - Richard forwarded to the Board the final loan opinion letter from the Association's attorney to SunTrust.
- March 28 - Owner asked about the status of the interior repairs due to the blizzard damage and whether we would be soliciting bids for repairs. Board responded that we are still waiting for the response from the insurance company. Based on that response, Board is likely to ask Donnie Thomas to do the repairs; he has done almost all of the interior repair work since Tilton Bernstein has managed our association and does good work at reasonable prices.
- March 28 - The following notice was sent via the list serve to all owners. It will also be sent via postal mail and posted.

Roof replacement will begin Friday, 2 April. There are actions that must be taken by all owners, so please read carefully.

SUMMARY OF ACTIONS:

1. On **Weds, 31 March**, ALL owners should provide access to their units (either by being home or leaving keys with Richard) in order for the roofer to perform unit and AC/Heat Pump inspections.

2. Parking spaces 1-3, 9-13, and 14-17 needed to be vacated **Friday, April 2** from 7am to 7pm.
3. Parking spaces 1-3 need to be vacated from Friday, 2 April for approx 2 weeks.

SCHEDULE: The first date of on-site work will be Friday April 2. This day will consists of loading materials onto each roof and setting up the staging area for the first building in Parking Spaces 1-3. Based on the 45 calendar day schedule in Simpson's proposal, completion date should be May 14. The schedule may change slightly based on weather and any unforeseen problems. The Board will keep everyone updated via email.

SEQUENCE OF WORK:

1. 1306-1308 12th Street will be first and will take approximately 7 working days for the roof replacement, then a few days for metal work.
2. 1201-1207 N Street will be the second building completed and will start as soon as the membrane work at the first building is complete. Membrane work for the second building will take approximately 12 days.
3. 1225-1227 will be the last building completed. Membrane work will take approximately 9 days at this building
4. Final operation will be gravel surfacing at all buildings on the same work day. Parking spaces at ALL staging areas will need to be cleared on this day.

ROOFER RESPONSIBILITY: The roofer is responsible for leaving the roof in a water-tight condition every night. Debris will also be removed daily.

PRECONDITION SURVEY/AC INSPECTION: On Weds, 31 March, the roofer, David, and Richard will need access to EVERY unit. This is very important. If you do not provide them access (either by giving your keys to Richard or making arrangements to be home), you will have limited recourse if your AC/Heat Pump is not properly re-installed (all units) or if there is damage to your ceiling (top floor units).

1. A precondition survey will be scheduled before the start of work to provide an opportunity to for the Contractor to inspect and record any pre-construction damage. If the residents do not make their units available for inspection at the designated time, then there will be limited recourse to get the contractor to repair damages in their units caused by the work.
2. AC Inspection and Testing: A tentative time was set for Wednesday March 31 to access all of the units with air conditioners/heat pumps located on the roof. Each AC/Heat pump will be inspected, tested for operation, and have a written inspection report ticket prepared. Copies of the tickets should be left in the Units upon completion of the inspection and testing. The Contractor should also provide the Engineer/Property Manager with a copy of each report. It is the Contractors responsibility to return each AC/heat pump to the condition found during the inspection/testing or better.

PARKING: The Board will coordinate with residents regarding clearing of parking spaces on the first day and as each staging area is needed. SIMPSON will provide 72 hours notice before they need to move the staging area.

1. Spots 1-3, 9-13, and 14-17 need to be clear from 7am to 7pm Friday, 2 April. Your car will be towed if you do not move it.
2. Beginning 2 April (for approximately 2 weeks), spots 1-3 need to be clear.
3. In approx 2 weeks (the board will provide 72 hours notice), spots 1-3 will open up and spots 9-13 will be needed.
4. Approx 3 weeks later, spots 9-10 will open up and spots 11-13 and 14-17 will be needed.

WHAT TO EXPECT: Work will take place Monday thru Friday, 7am to 5pm. There will be noise, dust, and odors. It is highly recommended that you keep your windows closed during the day. There will be several days when each units AC/Heat Pump will be disconnected. The Board will keep you posted on when to expect your unit's heat pump to be out of service.

Please contact the Board if you have any questions or concerns.

Guy Ben-Ari (President)
Christina West (Secretary)
Tom Wehr (Treasurer)

- March 28 - In response to the roof posting and subsequent questions, the Board confirmed that the Downtown II courtyard will not be used as a staging area for the roof project.
- March 29 - The Board responded to several questions and concerns regarding the HVAC inspections and parking spaces to be used during the roof construction project.
- March 30 - Board responded to concerns from residents regarding the loss of their parking spaces during the roof project. The Board apologizes for the inconvenience to parking spot owners and will work with them to the extent possible to minimize the disruption. However, the roofers must have space for staging and storage of equipment during the project. The Board will not reimburse garage parking.
- March 30 - Board reminded owners that HVAC inspections by Seal, Tilton Bernstein and Simpson will be conducted on March 31 and owners must provide access to their units (either by being there or providing a key to Tilton Bernstein). If access is not provided, Seal and Simpson assume no responsibility for damage to HVAC units during roof construction. Tilton Bernstein provided a list of the units for which they have keys which the Board shared with the list-serve.
- March 31 - Board notified owners that HVAC inspections need to be pushed back to April 1.

Subcommittee Reports

No subcommittee reports were submitted to the board.

Beautification Subcommittee –

Bylaws Subcommittee –

Parking Subcommittee –

Communications Subcommittee –

Windows Subcommittee – Terry Knadler is organizing a 2nd round of window replacements. Please contact her if you are interested in new windows. terryknadler@yahoo.com