

Downtown I & II
Third Quarter Activity Report - 2010

- July 4 - Per the recently issued guidelines for satellite dishes, the owners of 1201 H contacted the Board and requested permission to install a satellite dish, according to the guidelines. The Board approved the request.
- July 6 - Owners of 1225 C notified the Board and Richard that no work has been done on their balcony. Richard replied that Simpson has requested to push it back until July 12 due to the extreme heat forecast.
- July 8 - The Board held a conference call. See separate minutes.
- July 8 - Richard forwarded to the Board a payment request from Simpson, in the amount of \$69,004.94 that has been approved by Seal Engineering. The Board unanimously approved payment.
- July 8 - Donnie Thomas submitted to Richard his inventory of the interior repair work to be done as a result of the winter storms. Richard will share this with individual owners for any discrepancies.
- July 10 - Owners of 1225 C contacted the Board and Richard indicating that their skylights seem to not be installed properly after the roof project. They reported increased humidity on the 2nd floor and black crumbs of roof-like material appearing below the skylights on a weekly basis. This will be added to the punchlist.
- July 12 - Simpson informed Seal, Richard, the Board and the owners of 1225 C that the crew will not be able to work on the balcony due to the forecast for rain. Work is now scheduled for July 15.
- July 12 - The Board sent to the list-serve and posted on the website the 2nd quarter activity report, May conference call minutes and the general services document. The board also updated owners as to the roof project status, interior repairs due to the winter storms and the parking pass system.
- July 13 - Owner of 1203 H contacted Christina about the status of the interior repairs. Christina shared Donnie's report of the damage to her unit and informed her that Richard should be in touch to schedule the repair work.
- July 13 - Owner of 1207 G notified the Board that 2 bolts have appeared in side of their skylight. The Board replied that this would be added to the punchlist.
- July 13 - Owner of 1225 B inquired as to whether the rainspout that hangs down from the balcony at 1225 C will be replaced. The Board also noticed that the rainspout at 1207 has not been replaced. The Board approved Simpson replacing the rainspout and conductors from the 1225 C balcony so that all DT I&II rainspouts have been replaced. This will be a change order and additional cost as it is not part of the original roof estimate.

- July 13 - Owner of 1203 F inquired as to whether mixed paper is also recyclable. The Board checked and yes, it is.
- July 13 - Owner of 1207 F indicated that Elgen has not been sweeping the back courtyard as there is broken glass around the recycling bins. The Board asked Richard to talk to Elgen about this. Richard reminded them that this needs to be swept every week when they do our cleaning. The Board will keep a close eye on this and appreciates owners bringing it to our attention.
- July 14 - Richard informed the Board that he has the parking tags. Two parking tags will be provided to each unit with a space. Owners will be informed that there will be a replacement charge of \$50 per tag for lost tags. Any car that is parked in the lot and does not have its tag showing or is parked in the incorrect space is subject to ticketing and towing at the owners' expense. This will be applicable to Zipcars as well.
- July 15 - Seal Engineering reported that there was some damage discovered to the 1225 C balcony. Simpson will make the appropriate repairs.
- July 16 - Owner of 1225 F contacted the Board about the interior repairs to be done to his unit. The Board is working with him to get the answers to his questions.
- July 17 - Board made some inquiries to see whether Denchfield or an owner has torn out the bushes planted in front of 1308. Owners must get Board permission before undertaking their own landscaping on Association property. Owner of 1308 B has been doing the landscaping.
- July 18 - Owner of 1201 G sent the Board a proposal for creating personal roof decks for owners with 2 level units. These would be new limited common elements. The Board is reviewing.
- July 19 - Owner of 1225 C notified the Board that water is still pooling on their balcony and there are 2 small holes in their living room ceiling below the balcony. Simpson explained the status of the pooling and replied that the holes in the ceiling are likely not due to the balcony replacement.
- July 20 - Richard submitted the monthly financials to the Board.
- July 20 - The Board finalized the parking tags. Each parking space owner will receive 2 tags that must be placed on their rearview mirror. A \$50 replacement fee will be charged for lost tags.
- July 24 - Owner of 1225 A has requested that the Board come look at her patio so she can demonstrate the problems she is having. The Board is scheduling a mutually convenient time to do this.

- July 24 - Owner of 1225 A notified the Board and Richard that during the work on the 1225 C patio, the plants in that corner of the yard beneath the patio were trampled. This will be added to the punchlist.
- July 26 - Seal Engineering notified Richard that the roof work is complete. The Board worked with Richard, Seal and Simpson to schedule the walk through. It is scheduled for Aug. 6 at 8am.
- Aug. 3 - Owner of parking space #7 contacted the Board to indicate that he received the parking tags but is traveling and will not be able to get them to the Zipcar immediately. Owner requested Board not ticket or tow the car over the next couple of weeks. Board agreed.
- Aug. 4 - Owner of 1207 A notified Richard that her car received a ticket and tow fee during the roof replacement process. She inquired as to whether the Board or Richard instigated this, which they did not. It was ultimately determined that the owner of the spot to which her car was relocated had it ticketed. After a discussion, the Board agreed for the Association to pay for her ticket and tow fee.
- Aug. 4 - Owner of 1225 F asked Richard for an update on the status of the interior repairs. Richard replied that he is still dealing with the insurance company.
- Aug. 4 - Richard updated the Board that he continues to press the insurance company to resolve our claim for the interior repairs.
- Aug. 4 - Tilton Bernstein notified owners that the roof walk through will be taking place on Aug. 6 and may involve entry into some units (as it turned out, no entry was needed).
- Aug. 6 - The Board did a walk through with Seal Engineering and Simpson. Dave Fife provided the Board and Richard with a summary of the walk through and pending action items. Based on the final inspection and approval by the Board during the walk through, the following additional projects were approved: 1. Protective bracket over downspout at dumpster. (Cost: <\$500); 2. Replace skylight/access hatch at 1201. (Cost \$1600); 3. Replace skylight/access hatch dome at 1207. (Cost: a little bit more than \$600).
- Aug. 10 - Owner of 1225 F asked Richard some clarifying details about the interior repairs.
- Aug. 13 - Owners of 1225 C and 1225 F notified the Board and Richard that the power is out in the DT II courtyard. Richard sent someone over to flip the circuit; power restored.
- Aug. 13 - Owner of 1306 D notified Richard of a leak in her bathroom from the roof. Richard requested Simpson investigate and make the repairs. They did so.
- Aug. 17 - Owners of several units in 1225 notified Richard and the Board that their front door does not close properly. Owner of 1225 F also notified that while the power was restored to the DT II courtyard, it subsequently went out again. An electrician has been out to evaluate the problem. All of the power was restored; the problem with the light pole was determined to be an underground fault.

- Aug. 17 - Owner of 1225 C also notified Richard and the Board that the communal skylight entrance doesn't sit properly on the hinges.
- Aug. 17 - Owner of 1225 B told Richard and the Board that he got an estimate to replace the communal front door. On Aug. 19, he told Tom and Christina that the estimate is approximately \$3,000.
- Aug. 18 - Richard submitted the monthly financials to the Board as well as materials to start to develop the 2011 budget.
- Aug. 18 - Tom and Christina met with owner of 1225 A to see her patio and listen to her concerns about the patio as well as the DT II courtyard.
- Aug. 18 - The Owners of 1201 G and 1203 H notified the Board of their intent to transfer the rights to a limited common element (parking space #13) from 1201 G to 1203 H. The Board approved the document authorizing the transfer and will sign it.
- Aug. 20 - Owner of 1227 B notified Richard and the Board that the hallway light in 1227 is out.
- Aug. 20 - Owners of 1225 C asked Tilton Bernstein to confirm that they have a working copy of their unit key.
- Aug. 23 - The Board responded to the concerns identified by the owner of 1225 A with respect to her patio and the DT II courtyard. Board informed her that maintenance and repair of the patio fences is the responsibility of individual owners. The Board is comfortable with her replacing her fence with a composite material, at her expense. The Board understands her particular concerns about the urine and rats in her part of the complex. Per her request, the Board is comfortable with her building a 2-foot brick wall along her patio, provided that the brick matches the building's brick, the wall stays within her existing patio footprint and she informs the Board that she is pursuing this. The Board is reviewing more closely her request to extend her patio a modest amount in order to store her motorcycle in the patio.

The Board also understands her - and others' - ongoing concern about the foot traffic between the gas station and our property. The Board is willing to look into installing a fence between the 2 properties. While this is probably not in the 2010 budget, we are willing to consider it for 2011. The Board has requested her assistance in securing estimates for such a fence.

With respect to the 1225 front door and the possibility of replacing it, in an effort to be fair to every building, if the Board were to replace the 1225 door, it would need to replace all 8 communal doors. While the Board agrees this would be nice, it is not in our current budget. It is something for a future Board and budget to consider.

The Board is not inclined to remove the tree by the 1225 dumpster, per her request.

The Board is open to considering low cost, effective options to address the ongoing mosquito problem in the development.

- Aug. 23 - The Board responded to the owner of 1201 G's proposal to sell rights to a limited common element permitting the creation of private roof decks. While the Board applauded his creativity, the Board denied the request for 2 reasons. First, through an extensive process over the last year, the Board has set a precedence for denying changes to the building's exterior. The Board is not inclined to change this precedent by approving a substantial alteration to the exterior of the buildings. Secondly, the Association has also just completed a nearly \$300,000 roof replacement project. The Board is extremely reluctant to do anything that could damage or negatively impact our new roof.
- Aug. 23 - Richard reported to the Board that the lights in 1227 and the underground fault on the light pole in the DT II courtyard have been repaired.
- Aug. 26 - Richard reported to the Board that all interior repairs related to the winter snow storm roof leaks are nearly complete. The total claim to the insurance company was \$20,045; the Association has already received \$10,000; the deductible, which we have paid, is \$1000 and we are being sent a final payment of \$9045.
- Aug. 27 - Owner of 1225 A reported that she will look into quotes for a fence to be installed between the Association's property and the gas station in the back. She and the owners of 1225 B are likely going to replace their wood fence patio walls with a 2 foot brick wall with a composite fence on top of the brick. Per the Board's request, they will ensure the brick matches the building's brick. She will also investigate and propose to the Board ways to address the mosquitoes in the courtyard and the associated costs.
- Aug. 31 - Richard notified owners that Simpson will be on site on Sept. 7 to complete the items included on the punch list.
- Aug. 31 - Owner of 1205 G asked Richard about his torn window screen on his bay window. Richard will discuss with the Board on their upcoming conference call.
- Sept. 9 - The Board held a conference call with Richard. Action items out of the call included:
- The Board will sign the transfer of rights to ownership of parking space #13.
 - Tom will talk with the owner who has been landscaping on 12th St about her plans for the space and to remind her that the Board needs to know when owners want to landscape part of the common property prior to their being undertaken.
 - Richard will take care of removing the abandoned satellite dish on the roof of 1306/1308.
 - Richard will take care of having the light fixture and wiring on the top of 1201-1207 removed
 - Richard will notify the owners of 1225 B that they have a wire to their AC unit running across the roof and down the exterior of the building and it needs to be relocated to the interior. [This was subsequently done on Sept. 9; the owners intend to replace their HVAC within the next 6 months during which time they will address the issue of the wire.]

- The Board discussed the shredded window screen on 1205 G. Simpson and Seal determined this was not caused by roof construction. However, it did occur during the roof project. The Board agreed that the Association should assume the cost of replacing the window screen. Richard will notify the owner.
- The Association will pay the final installments to both Seal and Simpson as soon as the bills are received. This will conclude the roof project.
- The Board agreed to hold an Association meeting in late September to discuss the 2011 budget with owners and solicit feedback. Tom will then revise the budget in October; the Board will approve it with Richard in early November in time for mailings and notices to go out to all owners by Dec. 1.

- Sept. 9 - The Board signed and approved the transfer of rights to parking space 13. A hard copy of the agreement has been provided to Richard.
- Sept. 13 - Owner of 1207 G notified the Board that the nail protruding from his skylight has not been fixed; it should have been on the punchlist. Richard has requested that Simpson take care of this.
- Sept. 13 - The new owners of 1205 C contacted the Board about receiving packages, the Yahoo list-serve, trash in the parking lot and Board meetings. The Board replied to his questions and provided information on joining the Yahoo list-serve.
- Sept. 13 - The Board notified owners that there will be an association meeting Sept. 28 to discuss the 2011 budget. Owners are encouraged to provide their input into the development of the budget. Owners have submitted ideas and recommendations through the list-serve.
- Sept. 19 - Owner of 1205 D contacted the Board about combining trash pickup services with the Bartlett. The Board provided answers to his questions and indicated their board is welcome to contact us to discuss if this is feasible.
- Sept. 20 - Richard provided the Board with the September financial report. Richard reported the following action items:
1. All interior repairs from the snow storms have been completed
 2. All but a few of the punch list items from the roof project have been completed with the exception of the skylight installation, which has been ordered.
 3. Parking tags have been distributed.
 4. The abandoned satellite dish has been removed.
 5. The abandoned lights at the corner of 12th and N have been removed.
 6. We have received the final payment from the insurance claim for snow damage.
 7. TBM has been in contact with PEPCO as they believed that we were incorrectly being charged sales tax on your electricity purchase. After much haggling, they agreed. We will be getting a refund in the amount of \$386.59 and will no longer be charged sales tax on your common area electricity.
- Sept. 22 - The Board asked Richard when the chimneys were last inspected. He reported that they were done in 2008. The Board asked him to look into scheduling chimney inspections this fall or winter. He reported that this is high season for that work and the price is

\$100 more per unit than the last time this was done. The Board decided to wait until next February or March when the prices come down to have chimneys inspected. This will be included in the 2011 budget.

- Sept. 27 - Richard notified the owner of 1207 G that due to the weather, the repair work on his skylight would be done on Oct. 4.
- Sept. 28 - The Board held an open meeting to discuss the 2011 budget. One owner attended the meeting. The Board reviewed the draft budget and discussed items that need to be included (such as chimney inspections, dryer vent cleanings, condensate cleanings, etc) for next year.
- Sept. 29 - Richard notified all owners to clear their drains in anticipation of significant rain over the next few days.