

PROJECT Workshop MINUTES
January 23, 2021

1. Chair, Rick Machon called the meeting to order at 1:03 pm. This meeting was held via Zoom Meeting. It was recorded.
2. Meeting open to all owners interested in learning more about and/or joining a team with the goal of evaluating project needs and capital project planning.
3. Attendance: Rick Machon, Tony Mirarchi, Bob Freeland, Tom Fronk, Maria Tsu, Maureen Kirkpatrick, Sharon Heydet, K.C. (?), Jill Dempsey (Zoom Host).
4. Chair gave a presentation outlining his plan to develop a team to assess the material condition of buildings and property and long-term capital projects resulting in the short-term goal to develop, budget, and schedule a plan for 2021; and institutionalize a long-term project planning process with at least a 5-year horizon. Areas of consideration include:
 - Safety (trip & Fall hazards)-concrete stairs, walkways railings, and lighting.
 - Condo Buildings-roofs, deck & patios, flue inspections, dryer inspections, railings. (importance of cleaning & maintaining to extend the life of the surfaces).
 - Condo Foyers-follow Foyer Committee recommendation from 3/09/20 for door painting, replacing locks, flooring, lights and refreshing walls.
 - Garages-2 mossy roofs & 1 suspect, inspect older roofs for penetrations, flashing, & scuppers, scheduling work when needed.
 - Landscaping- tree work, irrigation, bark dust, and moss removal.
5. Guests provided input during the presentation including but not limited to the following:
 - Further research on when maintenance and replacement of roofs was last done is needed. Vents on roofs out of date (Per Cass Freedland).
 - Rick will meet with 2 designers next week to evaluate the foyer project. (Tony purchased locks last year that need to be re-key to be different for each building).
 - Cleaning decks prior to inspection-confirm who is responsible to pay for this.
 - Evaluate plats and CCR's concerning LCA and CA and recommend amendments as plats take precedence over CCR's (per Tom Fronk).
 - Some garages are Hardie Board and others are cedar; some roofs are new. Need to inspect and document when work was done, clean and maintain to extend life, paint, gutters, downspouts repairs when needed.
 - Big landscaping project was proposed in 2021. We need to live with the 2020 budget. Need to evaluate the operating and reserve budget before determining what can be done this year.
 - Asphalt-Resealed a couple years ago. (Sharon Heydet said Judy Elliott is an expert on Asphalt as that is what she did for the city).

- Inspections recommended by someone who does not have a vested interest in outcome. Get this done before 2021 Reserve Study. Maybe an envelope study.
 - Modernize electrical (Maria Tsu reported CORE said this was needed).
6. Chair has a goal of getting assessments done in February, Get bids and outline of plan within budget in March, and implementation of the plans by April Fool's Day.
 7. Chair's call for volunteers to work on above evaluations. Rick will do another presentation if needed given the short and confusing notice for this workshop. He asked attendees to let him know if they are interested in serving on this team and their area of interest. Maria Tsu is interested but she is not here all the time. She has skills with Excel and PowerPoint and can do this type of work from anywhere. Tom Fronk is also not here full-time, but he would like to be involved in some way.
 8. The meeting adjourned at 2:18pm.