

Main Street Square Condominium Association Board of Directors Meeting (via Zoom) July 15, 2020 6:06 PM

Minutes

- I. Attending: Adam Rusinowski, Barbara Ingalls, Yana Staples, Harry O'Neill, and Alexandra (Ali) Iaquinto
- II. General Repairs Needed around Complex
 - Adam put together a spreadsheet of general repairs needed around complex based on observations and Reserve Study.
 - Budget Items discussed include:
 - Balconies
 - Tuckpoints
 - Tree Removal(s)
 - Concrete
 - Railings
 - Light Fixtures
 - Sealants
 - Powerwashing
 - Siding
 - Brickwork
 - Board will report to JBC that Balconies, Trees, Concrete, Railings, and Siding will need to be addressed before the end of the Summer/Fall.
- III. Street/Curb Concrete Repair
 - Discussion on responsibility – Association or City
 - Ali will submit curb repair request on Allenhurst to the Royal Oak Sidewalk Improvement Program.
- IV. JBC Inspection Form – July 7th
 - Discussion of various aspects of the inspection report including landscape issues, other minor repairs.
 - Violations: Board will ask Assistant Property Manager to automatically send violation letters for certain items listed.
- V. Newsletter – Summer Edition
 - Garbage policies, grill policy, future repairs, master list of recommended companies
- VI. Property Clean Up
 - Board has decided to relieve current employee of their duties as the grounds maintenance person. Board will compile options for new person/company to take over this responsibility.
- VII. 7/14/2020 Cut Water Line Notification from Sue Grubba
 - If any invoice is sent to JBC for this repair, JBC will be asked by the Board to forward this invoice to Continuum, as the water line was cut by someone from their company who was trimming a nearby tree.
- VIII. Draft Letter to Co-Owner concerning Water Damage Repairs
 - BOD decided JBC will send letter to co-owner requiring proof of repairs.
- IX. **Executive Session**

- Fire Unit - For legal reasons we are unable to disclose this at this time
- X. HVAC Work Order
 - BOD decided JBC will need to contact neighbor of work order requestee for any potential repairs. HVAC systems are the responsibility of the co-owner.
- XI. Task Assignment
 - Based on meeting discussions, Ali and Adam will send email containing all actions for JBC to take in the coming weeks.
- XII. Meeting adjourned at 7:25 PM.