

1077 Greenleaf Condominiums

Minutes

Greenleaf Condominium Association Board Meeting Tuesday, January 9, 2024, 4 PM Green Room

Present: C. Ostrom, President; J. Langland, Vice President; J. Estep, Treasurer;
J. Hughes, Secretary (remote); D. Lawson, At Large. Guests – 4

Call to Order:

Ms. Ostrom called the meeting to order at 4:00 PM.

Minutes:

Ms. Ostrom called for a motion to accept the minutes as presented. Ms. Lawson so moved. Ms. Langland seconded. There was no discussion. A vote was taken and passed with all in favor.

Financials:

Ms. Estep presented Financials for the period ending December 31, 2023. Starting with the Budget she reported expenses were over by \$4,576, noting these expenses were expected considering all that was accomplished. Referring to the Capital Maintenance Fund, the Association was under budget in expenses \$5,768. The total increase in the Reserve Fund was \$65,283.

The total collected from Assessments was \$177,577 and Association spent \$185,627; the Association transferred funds from Reserve which will be paid back in 2024 when assessments are received. She assured that this is all cash flow and the Association is not over extended. Checking and Savings totaled \$105,694.

Ms. Estep commented the Association has done a good job considering all the maintenance, both interior and exterior, that has taken place. She also praised Ms. Lawson's management of a huge project staying on budget.

Ms. Hughes moved to accept the Financials as presented. Ms. Langland seconded. There was no discussion. A vote was taken and motion passed with all in favor.

President's Report: No report.

Committee Reports:

Maintenance (infrastructure/mechanical) – Ms. Estep and Mr. Griggs reported that the west end of the roof will be patched. Mr. Griggs will pursue obtaining three quotes for master roof job and will ask for bids for sections and total job. The two Mansard roofs appear to be in good condition but will look for leaks and damage. The roof over the exit ramp needs more immediate attention.

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Maintenance (landscaping) – No report.

Maintenance (interior) – Ms. Lawson reported that the hallway project is close to completion and said some areas have taken longer than anticipated. The carpenter has finished putting moldings back on the steps. There are a few places that have challenges that need to be addressed. The painters will do a final walk through when all is complete. They will be looking for marks, scratches, etc. Ms. Lawson noted there are some places that are not perfect, but due to the age of the building and work done previously, we'll have to accept the imperfections. She asked for volunteers to help with final walk through.

Electrician is coming soon to adjust lights at the ends of hallways. There are options including lower wattage lights. Lighting has been the most difficult aspect of the project. The goal was to make the halls lighter and brighter. There have been a few concerns that it is too bright so we will work on a resolution.

It was also mentioned, as a reminder now that the construction is done, the doors at the end of the hallways must be kept closed for safety reasons.

Ms. Lawson and Mr. Frandsen will lead a group to consider function of the Green Room and Library. They will also consider better use of the East Lawn that is underutilized. These are important amenities that should be put to their best use.

Meetings addressing this will begin in February.

Liaison - No report.

Activities/Events – No report.

Communications - No report.

Other Business: None.

Owners Forum:

There was brief discussion on the door into the lobby could stay open longer.

There was also a discussion on keys for entrance doors. Mr. Frandsen commented that he looked into cost of electronic entry and it is very expensive. There may be options for entrance doors in the future.

Adjourn:

Ms. Ostrom adjourned the meeting at 4:45 PM. Next meeting was set for Tuesday, February 13.

Respectfully submitted:
J. Hughes, Secretary