

Minutes	98 Union Board of Directors Status Meeting 28, November, 2017, 6:00 PM following South Arcade board meeting
Purpose:	Discuss status and priorities of ongoing building projects and management issues
Members:	John Gleason - President Paula Raso – Vice President Marty McClintock – Treasurer Carole Jo Williams - Secretary Norm Rice – at large Clair Enlow – at large Natalie Swistak – at large Katie Dutcher – at large Raelene Jeffery – at large
Management	Sandra Wilcox – Property Manager, Ewing Clark Kelly Tallariti - 98 Union Building Manager
Absent:	John Gleason (attendance by phone)
Homeowner Attendance:	Dale Hosfield Constance Rice

ID	Agenda Item	Notes/Resulting Action	Responsible	Due by
1.	Homeowner's Concerns	Homeowner questioned the increase of 16% over the past 2 years and also questioned the use of end of year excess funds being rolled over to the operating reserve and not being rolled over to decrease the budgets. The Treasurer will respond to the homeowner's concerns.		
2.	Call to Order	The meeting was called to order with a quorum.		
3.	Review of Minutes	The Board minutes of October 24, 2017 were approved as written.		

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4.	Finance Report	<p>As of October 31, 2017: Cash: \$22,737.33 Petty: \$100.00 Operating Res: \$61,139.04 Cap. Res (x702): \$307,668.69 Sale Proceeds (WA Trust) \$440,380.72 Cap. Res (x032): \$149,409.16</p>		
5.	South Arcade Report	<p>The South Arcade 2018 budget was approved. The extra capital reserve will be amortized over 4 years since Vincent House and 1st & Union LLC have completed their budgets earlier.</p> <p>The exterior building wash will begin in December, 2017. This was budgeted.</p> <p>The corner commercial space on 1st and Union has a signed letter of intent. If completed, the construction would occur in 1st Q. The restaurant space will be renovated waiting for a creative office space tenant.</p> <p>1st & Union LLC proposed a drawing for a new "garage" door design in the former restaurant space on the Union Street side. 98 Union's Design Committee offered suggestions to better relate to the building architecture. The Board approved the addition of a door contingent on an acceptable design. The work will commence between Jan-Apr, 2018.</p>		
6.	Property Manager's Report	<p>The South Arcade Board approved the installation of a new garage door in 2018 with the use of capital reserves.</p> <p>Due to a recent break in in the garage with a garage opener stolen from a car, the Board approved the \$23,000 expenditure in 2018 – in the meantime, the Board approved installing electric maglocks (putting 1200 pounds of force downward on each end of the garage door to be installed by 12/7/2017.</p> <p>The Board also approved hiring security at the garage level from 11pm-5am from 11/29 – 12/6 and an audit of all fobs in the building to be completed by 12/6/2017. Owners/residents will be notified to get their garage fobs reassigned before 12/6/2017 to enter the garage or they will need to use their master key to enter.</p>		
7.	Building Manager's Report	Approved as written.		

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8.	Continuing Business	The DRAFT version of the 98 Union Condo Vision, Mission Statement and Goals/Responsibilities was discussed. Clair will wordsmith and for discussion at the January meeting.		
9.	Design Committee Report	<p>The lobby niche design has been submitted to 1st & Union LLC.</p> <p>The Design Committee is receiving bids for the tile upgrades on floors 6 and 10.</p> <p>Resident in 98 Union's unit 206 (above the creative office space) has requested core drilling to modify the plumbing in two bathrooms. Sandra, advocate for owner, will be sending the plans, drawings to 1st & Union LLC so a structural engineer can assess and 1st & Union LLC can approve the drilling.</p>		
10.	Unfinished Business			
11.	New Business	The Social Committee is holding a Holiday Party in the meeting room on 12/7/2017. The Board discussed the purchase of a larger TV for the "party room" in order to hold football/movie nights along with other social activities in the meeting room.		
12.	Next Meeting	There is no meeting in December. The next meeting will be January 23, 2018, February 27, 2018 and the Annual Meeting on March 27, 2018.		
13.	Submitted by:	Carole Jo Williams, Secretary		