

**Minutes of the Board of Directors Special Meeting
Sentinel of Landmark Unit Owners Association**

April 15, 2008

Present: Rob Rapanut, President
Akisha Edogun, Secretary

Absent: Marisa Mullen, Vice President
Bruce Wilmot, Treasurer
George Huff, Secretary

Management: Charity Avé-Lallemant, Property Manager, S-C Management Corp.
Carol Bailey, Regional Manager, S-C Management Corp.
Jim Regis, Vice President, S-C Management Corp.
Mary Johnson, Design Alliance Inc.

As there was no quorum, the President declared the special meeting would be an “informational meeting” about the proposed interior renovations.

President’s Introductory Remarks

Mr. Rapanut began by explaining that the objective of this feedback session was to obtain residents’ comments and furnish information on the design mockup and to provide an overview of the proposed renovation planning process. He introduced Mary Johnson, the designer, and Jim Regis of S-C Management. He said the design represents a conservative approach in terms of color scheme and cost. The Board solicited surveys on the mockup from all residents and received 45 responses. There were two positive consensus points: the elevator lobby lighting and the corridor lighting are better than currently. There were some “poor” opinions expressed regarding the stairwell accent wall and the dark green unit doors. However, most opinions were in the “Good” to “Excellent” category.

A resident asked if the proposed interior renovations are definitely going to take place. Mr. Rapanut responded that they are but that it depends on funding. In the meantime, Ms. Edogun added, the Board is attempting to determine what the owners want. Mr. Regis further explained that there are preliminary financial numbers but they are subject to change.

Overview – Mr. Regis

Mr. Regis explained that the first step in the process, conducting a feasibility study, has been completed. At the direction of the Board, Management engaged Ms. Johnson’s firm to research and evaluate three scenarios, using low, medium, and high budgets. The study indicated that a renovation could be undertaken and that a mid-range price point is best suited to the Association’s goals for quality, durability and visual impact. He reminded the residents that the renovation needs to be carried out at some point, due to the age and condition of the current building interior.

The components that were identified for renovation in the residential corridors included removal of the wallpaper and replacement with paint and limited wall coverings, the replacement of existing lighting and the replacement of all floor covering. It was agreed to renovate the residential corridors and that the project should be carried out all at one time to maximize cost efficiency.

After studying the numbers, at the direction of the Board, Management next approached the designer, Ms. Johnson. She was provided with a price point and asked to execute the mockup, taking into consideration the substrates and construction of the building.

Mr. Rapanut added that the work to be carried out will not just be cosmetic, but will include structural work, such as incorporating expansion joints into the sheetrock. Mr. Regis added energy-efficient exit lighting as another example of an item that has been deferred and will be addressed in the renovation.

Mr. Regis said of the 45 surveys, only three exhibited an overall negative tone.

Design Presentation – Ms. Johnson

Carpet – Ms. Johnson said that she looked at 50 different carpets of varying colors and weave and narrowed the choices down to three that worked well under the proposed lighting.

Colors – At first she considered a different color scheme for each floor. Instead she decided on three different colors for the entrance doors to give each unit a sense of identity. As the door frames are of varying projection, you do not see all the different colors down the hallway, so perhaps the door frames could be reconstructed so that they are uniform. The original colors considered were green, blue and gold. These colors can be revisited.

Wall and ceiling colors – White was selected to enhance the lighting, using the existing fixtures, so that building rewiring will not be necessary. Perhaps the color can be toned down to off-white.

Carpet base – the previous carpet base did not show the unevenness of the walls. The plastic base shown in the mock-up was selected to give the illusion that the ceilings are higher. The fact that the solid base shows the unevenness of the walls will be looked at again.

Accent wall at end of elevator lobby – the idea was not to have a blank white wall.

Hard surface in elevator lobby – The elevators get the most traffic, so the vinyl surface was selected for its resilience. However, the vinyl tile originally selected for the floor magnifies the unevenness of the substrate and elevates sound levels. A different material will be investigated; either stone or tile (noisy), or a contrasting color carpet (gets dirty).

Questions and Answers

A resident asked about the carpet quality. Ms. Johnson said it is hotel grade. She recommends attaching a thicker cushion under it to prolong its life. Mr. Regis added that hotel grade carpet was installed in another property and has proved to be stain-resistant and durable.

Mr. Regis said that colors look different under different lighting – compact fluorescent bulbs, natural light, and incandescent light. He suggested they try different colors (paint and carpet) until it is acceptable. He said that the design team attempted to be very conservative with the selection of bright white paint.

A resident expressed strong dislike of the dark green door color. Mr. Regis said that 11 respondents liked the color and 13 did not, so it apparently provokes a strong response. He emphasized that changes can be made to the colors. He reiterated that the door frames can be redesigned so they will project evenly, to give the hallways a more residential look and consistent feel.

A resident asked if wallpaper hides flaws in wall unevenness. Mr. Regis said it does not but that the carpet base helps. A resident expressed concern that the lower walls will get scuffed. Ms. Johnson added that the proposed carpet base is vinyl and that it cleans up well with any household cleaner.

Ms. Johnson explained that the design tries to "raise" the height of the walls visually because the current design makes the ceilings seem low and the corridors narrow. She discussed matching the walls with the walls in the elevator lobby.

Mr. Regis said that the fact that some of the respondents felt that the new look was more institutional was probably due to the removal of the soft carpet base, vinyl wallpaper and dim lighting. That's why the designer thought it would be a good idea to redo the door frames because they become the dominant design element.

Many residents felt the lighting was too bright and would like to see the wall colors toned down. There was a difference of opinion on the carpet color. Ms. Johnson emphasized that there is a complex interplay between lighting and wall color. Mr. Regis said that the mockup has the brightest possible lighting and that it can easily be toned down.

A resident asked about the clean ability of the wallpaper. Ms. Johnson replied that it is washable vinyl.

A resident suggested that the design team give the residents 20 choices for the residents to select their top three choices for wall color and carpet. He also suggested that the different components have price tags attached to them. He also asked to hear the results of the survey.

A resident said that he felt the old scheme was pleasing to the eye because the design elements were all integrated.

A resident said that 45 responses were too low to be statistically significant. Mr. Regis agreed that 16% was low.

Survey Results

Mr. Regis reviewed the results of the survey responses.

Next Steps

Mr. Regis said that the survey responses and the comments made in tonight's meeting need to be synthesized. He felt most of the ideas were easy to incorporate, such as a second carpet color for the elevator lobby. He said that the Board will hold a second feedback session. The entire mockup will not be redone but single elements will be replaced for the residents to review. He said this could be done within 60 days, pending the designer's schedule.

There was a brief discussion about the costs. Mr. Regis said that the initial bidding out indicated a cost of around one million dollars. Management approached three banks for quotes on 3-, 4-, and 7-year loans. He distributed a spread sheet which shows what each unit owner's special assessment would be on each scenario. As an example he cited a .279% interest at 6% for 3 years would be \$2,790.

A resident suggested reducing the wattage of the bulbs to save money. The problem with reducing wattage is that it doesn't just lower the brightness, it reduces the quality of the light, but the design team is working to solve this.

There was a discussion about the need for a special assessment. Mr. Regis said that the Sentinel has been diligent about building reserves to pay for capital items and there have been some large projects recently, such as the chillers. He said it was typical for associations to utilize the special assessment method for raising money for special projects such as interior renovations. Mr. Rapanut added that financing the renovations with a special assessment has an advantage over increasing the regular condominium payment because it has a finite life.

A resident asked about the timeline. Mr. Regis said it depended on how soon the community can agree on what it wants but thought the association could close on the bank loan in the fall. The first assessment would not be due until 30-45 days after that.

Mr. Rapanut reminded the residents that 2/3rds of unit owners will need to approve the project and the special assessment if that route of payment is selected.

ADJOURNMENT

Mr. Rapanut adjourned the meeting at 9:00 p.m.

Respectfully Submitted,



Akisha Edogun, Secretary



Martha Morris, Recording Secretary