

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

April 28, 2009

Present: Rob Rapanut, President
Marisa Mullen, Vice President
Bruce Wilmot, Treasurer
Akisha Edogun, Secretary
George Huff, Director

Management: Charity Avé-Lallemant, Property Manager, S-C Management Corp.

Being a majority of the Directors of the Association, a quorum was reached at 7:09 p.m. and the President called the meeting to order.

APPROVAL OF MINUTES

Upon motion by Mr. Wilmot and seconded by Mr. Rapanut, it was:

VOTED UNANIMOUSLY: To approve the minutes of the Board of Directors meeting of March 24, 2009, as presented, with a minor formatting change.

OPEN DISCUSSION

Mr. and Mrs. McAteer asked for an update of the cleanup of a hoarding and infestation unit. Ms. Avé-Lallemant reported that the unit will be professionally cleaned after all contents of the unit have been moved out. The unit residents have selected a moving company and will move all contents out as soon as they secure a storage unit, which they have been advised must start within two weeks. There was a discussion about the possible cross-contamination of the hallway carpet by this unit. Ms. Avé-Lallemant emphasized that the Association will do everything necessary to restore the property, including cleaning the carpeting, and possibly removing wallpaper and repainting, if needed. There was a discussion about cost responsibility; Mr. Huff suggested that the work may be insurable. Mr. Huff suggested that perhaps the proposed hallway renovations could start with this hallway. Ms. Avé-Lallemant noted that renovations should not be done piecemeal, due to the difficulty of maintaining floor covering dye lot consistency over the course of the project, and cost savings when planning a project as a whole.

Ms. McAteer asked about the Move-In fee they were charged when they purchased, even though no one had yet moved into their unit. Mr. Rapanut explained that the Board changed the policy last month, so that future offsite owners will not be charged twice and the McAteers' second fee payment will be credited towards their next tenant Move-In.

COMMITTEE REPORTS

Neighborhood Watch

Ms. Avé-Lallemant reported on Neighborhood Watch. The city coordinators are now meeting quarterly. There will be a due diligence meeting of all the groups in the near future.

Newsletter

The deadline for article submission is May 12 for the May 21 publication. Mr. Wilmot noted that pool season information will be included. Various ideas for articles were discussed.

PRESIDENT'S REPORT

- Mr. Rapanut reported that the traffic light petition process went well but that the City Council did not approve it. The developer of the new property at 6125 Stevenson Avenue conducted a study which indicated no need for a light. The Council said it will study this situation again after the property opens. Mr. Rapanut thanked Ms. Edogun for her efforts in circulating the petition around the neighborhood.
- There was a discussion about sanctions against delinquent owners.
- Mr. Huff asked if there was any news about the redevelopment of Landmark Mall. Mr. Rapanut responded that he did not expect any activity in the near future due to the economic downturn.

MANAGEMENT AGENT'S REPORT

- Ms. Avé-Lallemant noted that she updated the Board about pest control earlier in the meeting. Mr. Wilmot reported that the moths have been eliminated from his unit, and Ms. Mullen reported that the Mylar ribbons and Repellent spray have successfully deterred pigeons from her balcony.
- There was further discussion about possible articles for the newsletter.
- Ms. Avé-Lallemant would like to schedule an information session with the residents and the contractor about the Front Elevation Sealant project. The Board agreed on May 12.
- Window cleaning is scheduled for May 22. There was discussion about the fact that the Front Elevation project, scheduled for June, will make the front windows dirty. The Board agreed to proceed with scheduled washing.

FINANCIAL REPORT

Ms. Avé-Lallemant reviewed the delinquency report. She explained that any payments made are applied to the oldest debt first. Two units have paid in full since the report and one unit is going to settlement in two days.

Upon motion by Mr. Wilmot and seconded by Ms. Mullen, it was:

VOTED UNANIMOUSLY: To approve the March 2009 financial statements as presented.

There was a brief discussion about interest rates on Replacement Reserves Certificates of Deposit.

PROJECTS AND ACTION ITEMS

Ms. Avé-Lallemant reported that preventive maintenance was performed on the meter banks on April 23, when the electricity was shut off for eight hours. She reported that 23 common area service requests and 41 in-unit maintenance work orders were completed.

VOTING ISSUES

A. Contractor Selection for Exterior Repair Work

Engineering and Technical Consultants, Inc. bid the exterior repair work out to three contractors and recommends Commercial Waterproofing, Inc.

Upon motion by Mr. Wilmot and seconded by Mr. Rapanut, it was:

VOTED UNANIMOUSLY: To award the contract for the exterior repair work to Commercial Waterproofing, Inc. for a total cost of \$270,025, plus allowances/contingencies for unknown, unforeseeable conditions estimated at 10%.

B. Ratify President's Approval of Water Heater Service

Management solicited proposals from three contractors for annual water heater service.

Upon motion by Mr. Rapanut and seconded by Mr. Huff, it was:

VOTED UNANIMOUSLY: To ratify the Board President's approval of American Combustion Industries, Inc. (ACI) to perform annual water heater service at a cost not to exceed \$1,400.

Service will be performed on May 5-6.

C. Ratify President's Approval of Boiler Room Repairs

The boiler room maintenance contractor identified two urgent repairs.

Upon motion by Mr. Rapanut and seconded by Mr. Huff, it was:

VOTED UNANIMOUSLY: To ratify the Board President's approval of boiler room repairs, including replacing a leaking valve over boiler #2 at a cost of \$9,440, and replacing a defective oil drawer switch on boiler #2 at a cost of \$2,211.

D. Ratify President's Approval of Sprinkler System Repairs

Upon motion by Mr. Rapanut and seconded by Mr. Huff, it was:

VOTED UNANIMOUSLY: To ratify the Board President's approval of replacing two sprinkler system flow switches at the 9th floor and Lobby levels at a cost not to exceed \$1,026.02.

TOPICS FOR DISCUSSION

A. Extermination Contract

Management advises changing contractors to improve service. Mr. Rapanut will place this item on the agenda for Board vote for the next meeting.

B. Update: Water Temperature Fluctuation in Tiers 01 and 02

ACI advises the domestic hot water return pump needs to be upgraded at a cost of \$4,545. An engineer recommends studying and diagnosing the problem at an additional cost of \$3,948, but the recommendation for repair may be the same as ACI's.

C. Update: Renovation Status

Management requested that the Board provide an official statement regarding the proposed interior renovations for responding to resident and realtor inquiries. After discussion, the Board agreed to move forward in bringing the item to the membership for vote at the Annual Meeting in November.

Upon motion by Mr. Rapanut and seconded by Ms. Mullen, it was:

VOTED UNANIMOUSLY: To present a plan to the membership and to call for a vote on a special assessment for proposed interior renovations at the Annual Meeting (or before) and to present such plan one month prior to the Annual Meeting.

There was a discussion about design, timeline, and the possibility of offering a range of payment plans.

D. Upper Roof Consultation Proposal

Management has received one bid for consulting services, including design, bidding, and construction administration on the upper roof replacement, and will obtain additional bids.

E. Fence Repairs

Management is obtaining bids to replace and repair sections of the perimeter fence. Management was directed to determine why the City has a six-foot height limit on fencing.

F. Option for Sentinel to Purchase Foreclosure Units

Two units in foreclosure are available, of which one is in good condition. Management was directed to speak further with Ms. Fitt of REMAX to obtain an estimated asking price for the unit and to speak further with a lender about the effect on the Association's future ability to borrow if it takes out a mortgage.

G. Security Camera Update

Management has contacted several firms to solicit camera enhancement proposals and is working on securing additional bids. Mr. Wilmot asked about maintenance costs and also about any available statistics from the police or from Community Association Institute on the effectiveness of security cameras, especially in condominiums.

H. Environmental Issues Concerning Commercial Suites

One Commercial Suite expressed concern about secondhand smoke penetrating their unit from outside. Management obtained a bid to study the problem at a cost of \$2,150. The Board advised Ms. Avé-Lallemant to pass her research on to the owner in question and let him make a decision on how to proceed. The Board does not view this issue as an Association responsibility.

I. Three-month Calendar

The next meeting of the Board of Directors will be held on May 19, 2009.

NEW BUSINESS

- Mr. Wilmot expressed interest in speaking with the pool company manager.
- Ms. Edogun asked about the status of the Rules revisions. They are still circulating among Board members.

ADJOURNMENT

Mr. Rapanut adjourned the meeting at 10:10 p.m.

Respectfully Submitted,



Akisha Edogun, Secretary



Martha Morris, Recording Secretary