



APPROVED MINUTES

**THE PIERRE CONDOMINIUM ASSOCIATION BOARD OF DIRECTORS MEETING MINUTES**

Pursuant to notice duly given, a Board of Directors Meeting of the Pierre Condominium Association was held on October 9, 2001 at 7:30 p.m. in the hospitality room.

Attendance was recorded as follows. Directors: Wayne Lau, Bill Waterston, Stu Baker, Bob Doak, Denise Antonucci, Adam Landsman (8:00 p.m.), Randy Mehrberg (9:15 p.m.); Joe Bright and Jamie Sartin, Wolin-Levin; Debra Russo, Recording Secretary; Bryan Hines, Lerch, Bates & Associates Inc.

**I CALL TO ORDER:**

The Board of Directors meeting of October 9, 2001, was called to order at 7:35 p.m., by Board Vice President Stu Baker. A quorum was noted.

The Board was introduced to the newly assigned property supervisor, Joe Bright and to the new (part-time) on-site building manager, Jamie Sartin.

**II ELEVATOR MODERNIZATION PROJECT:**

**a) Lerch, Bates & Associates**

Mr. Baker introduced Bryan Hines the general manager from Lerch, Bates & Associates. Mr. Hines had been asked to the meeting to provide an update on the status of the final bids submitted for the elevator modernization project repairs.

The specifications and bids had been revised to reduce costs by eliminating some of the optional upgrades. Mr. Hines stated that Otis Elevator Company had reevaluated the specifications and revised their bid price to include replacement of new door operators and related parts. He continued by reviewing with the Board several aspects of the intended work, compliance with current city codes, firemen's service, control panels, planning for other related work, including electrical upgrades, air conditioning, supplemental electrical wiring for the new equipment.

Minor improvements are also needed in the machine rooms. The Board was informed that this additional work is not included in the elevator repair bids and will have to be contracted separately.

Mr. Hines recommended approval of the bid from Otis Elevator Company at \$338,000; they were said to be a well-established company with a good reputation. They currently hold the maintenance contract on the building's elevators, and have a high amount of service personnel in our area.

The Board reviewed the intended work schedule and sequence in which the cars will be out of service for the repairs.

***The schedule determined for the three elevators to be closed and worked on during next year are as follows:***

- ***Lobby North closed April 1st – June 10th 2002,***
- ***Lobby South closed June 10th – August 15th 2002,***
- ***Service Elevator closed September 1st – November 8th 2002.***

***It was noted, that during the garage renovation and the elevator modernization repairs, large item deliveries, moves, and construction activities are all needing to be monitored and scheduled in advance with the building through Jamie Sartin, and the head engineer, Aaron Jewell.***

Upon motion duly made, Mr. Doak motioned to approve the contract with Otis Elevator Company, seconded by Mr. Baker, and unanimously carried, the following resolution was approved:

**RESOLVED** – That the Board of Directors of the Pierre Condominium Association, hereby, approve and award the Elevator Modernization contract to Otis Elevator Company for the total cost as proposed, for \$338,000.00.

*In Favor: Mr. Lau, Mr. Waterston, Mr. Baker, Mr. Doak, Ms. Antonucci.*

*Note: Mr. Landsman and Mr. Mehrberg were not present for this resolution.*

Lerch Bates & Associates will draft a “Letter of Intent” for Otis Elevator Company with directions for the elevator modernization project to be reviewed by the Association’s attorney.

### **III SECRETARY’S REPORT:**

#### **a) Minutes of September 14, 2001**

Mr. Lau stated that the regularly scheduled Board Meeting of September 11 had been cancelled, but a special meeting was held on September 14 to cover specific topics of importance.

Mr. Lau reported that the Board had been given the opportunity to review the minutes of September 14, 2001 in advance of the meeting, and indicated that there had been no changes requested to the draft minutes. Mr. Lau called for final comments or corrections, there were no additional changes.

Upon motion duly made, Mr. Landsman motioned to approve the minutes of September 14, 2001 as presented, seconded by Mr. Baker, and unanimously carried, the following resolution was approved:

**RESOLVED** – That the Board of Directors of the Pierre Condominium Association, hereby, approve the minutes of September 14, 2001.

*In Favor: Mr. Lau, Mr. Waterston, Mr. Baker, Mr. Doak, Ms. Antonucci, Mr. Landsman.*

*Note: Mr. Mehrberg was not present for this resolution.*

### **IV TREASURER’S REPORT:**

#### **a) Finance Report**

Board Treasurer Bob Doak, reported there were no significant changes in the Association’s financial status since last month, although, he indicated that we have incurred slightly higher operating costs with our gas and electric expenses running higher than anticipated.

He continued with a brief summary of our reserves as of August 31, 2001, and indicated the actual reserve totals for September 30, 2001 were not available for the meeting but are expected by the end of the month.

#### **b) Loan Commitment**

Mr. Doak explained that the Loan Commitment letter was sent to Harris Bank/Roselle and the Association has scheduled a Special Unit Owners’ meeting for the January 1, 2002 Special Assessment to be held on Wednesday, October 24, 2001, in the hospitality room at 7:30 p.m, followed by a Board meeting for voting on the Special Assessment.

### **V MANAGEMENT REPORT:**

#### **a) Construction Rules**

On behalf of the committee, Mr. Waterston reported that alternative flooring options are being investigated to determine appropriate standards for floor insulation within the units.

#### **b) 2120 Construction Project**

Management was asked to contact the Association’s attorneys to request monthly status reports concerning the 2120 Construction Project and related claims against Travelers Insurance.

Management noted that invoices for the last phase of inspections by Wiss, Janney, Elstner were sent to Travelers Insurance for payment, and there has been no progress for snow load testing, nor was there any progress in the collection of fines or construction violations.

### **c) Garage Reconstruction**

The garage reconstruction project is underway; demolition has been loud and messy. A temporary ramp has been obtained and is at the front door to provide disability accessibility and building staff has received instruction on proper use. There was some discussion on facilitating pedestrian egress via the west side door by installing a push bar to easily release the door, installing a motion detector and improving area lighting.

### **d) Renovation Committee**

Ms. Antonucci the Renovation Committee chair, gave a brief update on changes that have taken place in the planning stages for common area renovations, she reported that the committee met with designer Darcy Bonner to review the scope of the decorating project and with new directions were able to substantially reduce the budget. It was noted that the additional changes requested were made at no additional cost to the Association.

Mr. Bonner has also provided new window options, and will present them to the Board. A special Unit Owners meeting is scheduled for Tuesday, November 27, 2001 at 7:30 p.m. in the hospitality room for the Renovation Committee to present revised options for the Hallway, Hospitality Room, Lobby and Window Replacement as part of the long term Renovation Project.

Ms. Antonucci noted that Darcy Bonner has not received the final payment owed him.

Upon motion duly made by Mr. Baker, seconded by Mr. Waterston, and unanimously carried, the following resolution was approved:

**RESOLVED** – That the Board of Directors of the Pierre Condominium Association, hereby, approve payment to Darcy Bonner in the amount of \$5,000 for previous services rendered.

*In Favor: Mr. Lau, Mr. Waterston, Mr. Baker, Mr. Doak, Ms. Antonucci, Mr. Landsman.*

*Note: Mr. Mehrberg was not present for this resolution.*

Ms. Antonucci and the committee were asked to assess the need for decorating the interior of the elevator cabs, particularly, the service elevator. Management was asked to find out whether the building has suitable elevator pads, and, if not to obtain estimates to purchase pads.

## **VI OLD BUSINESS:**

### **a) Insurance Settlement**

Mr. Landsman reported that the latest information concerning the Association's claim against Travelers Insurance Company indicates that final settlement could be received in the next few months. However, he presented this information with some skepticism, as further delays are always possible.

## **VII NEW BUSINESS:**

### **a) Window Washing**

Exterior window washing will be scheduled for late October or early November.

### **b) Loading Zone**

Mr. Baker suggested instituting a policy to regulate usage of the loading zone on Dickens Street. A sign will be installed stating that the space is designated for use by Pierre residents only. Residents using the space will be asked to sign-in with the doorman and display a card in their windshield. Unauthorized vehicles will be subject to towing.

### **c) Management Contract**

The Board considered a revision to the management contract to include the additional cost of a part-time on-site building manager. Mr. Jamie Sartin will work part-time (afternoons from 1:00 – 5:00 p.m.) in the building to address unit owner inquiries and to supervise staff and ongoing projects.

Upon motion duly made by Mr. Doak, seconded by Mr. Baker, and unanimously carried, the following resolution was approved:

**RESOLVED** – That the Board of Directors of the Pierre Condominium Association, hereby, approve an adjustment in the management contract (expiring May 2002) to provide for an additional \$17,000, annually, for a part-time on-site manager.

*In Favor: Mr. Lau, Mr. Waterston, Mr. Baker, Mr. Doak, Ms. Antonucci, Mr. Landsman.*

*Note: Mr. Mehrberg was not present for this resolution.*

**d) Common Element Joint Repairs**

The Board addressed the ongoing issue of the common element repairs to the "Joint" cracks in the AN and BN units. The committee is looking into a procedure to address the problem. A review meeting with the Associations attorneys is scheduled for later this month.

**e) Halloween Party**

The Board was asked to approve an expenditure for refreshments at the Halloween party.

Upon motion duly made by Mr. Landsman, seconded by Mr. Lau, and unanimously carried, the following resolution was approved:

**RESOLVED** – That the Board of Directors of the Pierre Condominium Association, hereby, approve a \$100 expenditure for refreshments at the annual Halloween party.

*In Favor: Mr. Lau, Mr. Waterston, Mr. Baker, Mr. Doak, Ms. Antonucci, Mr. Landsman.*

*Note: Mr. Mehrberg was not present for this resolution.*

**VIII OWNERS COMMENTS/QUESTIONS:**

A call was made for any comments or questions from attending owners; there were none.

**IX RECESS/CLOSED SESSION/ADJOURNMENT:**

With no further business to come before the regular Board meeting, and upon motion duly made by Mr. Baker, seconded by Mr. Lau, and carried, the Board recessed into a closed session of the open meeting at 9:07 p.m.

The purpose of the closed session was to discuss personal unit owner issues.

The closed session of the open meeting concluded and reconvened into open session at 10:00 p.m.

The Board continued with discussions pertaining to garage lease fees, garage staffing, and the garage lease contract.

Upon motion duly made by Mr. Baker, seconded by Ms. Antonucci, and carried, the following resolution was approved:

**RESOLVED** – That the Board of Directors of the Pierre Condominium Association, hereby, vote to terminate Pioneer Parking Inc., and not to reinstate their contract upon completion of the garage reconstruction. Standard Parking will be asked if they will honor their previously bid garage lease agreement.

*In Favor: Mr. Lau, Mr. Waterston, Mr. Baker, Mr. Doak, Ms. Antonucci, Mr. Landsman.*

*Opposed: Mr. Mehrberg.*

Upon motion duly made, and unanimously carried, the meeting adjourned at 10:25 p.m.

Respectfully Submitted,



Wayne Lau, Secretary  
The Pierre Condominium Association

Debra Russo, Recording Secretary