



HOA Board Meeting Minutes
August 18, 2022

Directors Present: Yali Lu, Jana Wall, Nadir Panjwany, Juan Figuereo

Directors Absent - Unexcused: David Wang

Also Present: John Andrle (COA), Alexandra Betancur (Office Manager)

Call to Order: Yali Lu determined that a quorum of directors was present and called the meeting to order at 6:04 PM.

Approval of Minutes: The July 21, 2022, Board meeting minutes were unanimously approved.

Office Manager Update:

1. Landmark plumbing issues

Ms. Betancur reported we have three boilers, one is working which is the domestic water, one is to be repaired and one is to be replaced. The heat exchanger in the one working boiler went out. The tech removed the heat exchanger from one of the other boilers and used it in the domestic water boiler. This heat exchanger will need to be replaced for an additional \$5,000.

Ms. Wall asked 1) If the company was on site and inspected the boilers, why didn't they see or have any indication the heat exchanger was going out or provide a refresh timeline on this essential part? 2) Did the boiler issue have anything to do with the basement flooding and 3) Which boiler will receive the new heat exchanger? The domestic water or the boiler the tech robbed to get the domestic water boiler operational.

Ms. Betancur indicated she did not have the answers regarding the boilers, but the basement flood was not caused by the boiler issue.

Questions ensued around the written warranty for the boilers. Ms. Betancur provided affirmation of the warranty and indicated she would send the information to the board. No further questions regarding boilers.

Ms. Betancur reported she had issues with a leak as a unit owner did not have a key at the office. Mr. Panjwany assisted with gaining access into the unit and asked Mr. Andrle to provide counsel on a board member assisting with a unit owner. Mr. Andrle indicated it was not normally the best method however it should be determined on a case-by-case basis and in this case, it had a positive outcome. Mr. Andrle asked Ms. Betancur the percentage of unit keys in her possession – she indicated 80%.

Ms. Betancur informed the board that owners were disrespectful to her and many used profanities. Mr. Andrle spoke about imposing harassment fines against owners. Ms. Wall noted per the by-laws, a cease-and-desist notice was required prior to imposing fines. Mr. Andrle believed this is not the case and will follow up at the next meeting.

2. Online payment portal update

Ms. Betancur reported the payment portal is fully operational and estimates 60% of owners are paying on-line. She is sending welcome letters to new owners and recommending they pay through the portal. Ms. Betancur explained how payments are transmitted to the bank.

3. QB financials

Per Ms. Lu, J&L representation could not attend the board meeting. The 2022 ledgers have been updated.

Additional conversation arose regarding Vanguard Cleaning Service. The contract was not renewed, and cleaning services ended in July. Ms. Betancur noted one new cleaning person was hired as a 1099 employee. Ms. Wall inquired if she was licensed, insured, or bonded. Ms. Betancur responded that she is not. Mr. Figueroa asked Ms. Betancur to speak with the accountants to confirm 1099 rules regarding this service.

Ms. Wall questioned what documents should be attached to the minutes. Mr. Andrie suggested more discussion at a later time.

Executive Session: None

Adjournment: There being no further business the meeting was adjourned at 7:03 PM.