

Manor Condominiums at Oxford Hill
Minutes, 2019

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Next Manor Association Board Meeting: Wednesday, March 20th

Location: Prism Realty Inc. Time: 7:00 p.m.

Manor Association Minutes –

February 2019

The Board met at Prism Realty Inc. Mr. John Briggs, Prism property manager, and all elected Directors with the exception of Alan Downs of Building 74 were present. Mr. Ray Meyer from RJP Electrical attended to answer Board members' questions about planned work on MCOH's electric panels.

The meeting focused on several issues:

Item One: Manor Association Financial Report

ASSETS

Cash	4,765.53
Cash	10,475.00
Money Market/Savings	87,828.39
Due from Prior Management Co.	
<u>TOTAL ASSETS</u>	<u>\$103,068.92</u>

LIABILITIES

*Loan	212,150.04
Deferred Maintenance Reserve	87,475.82
Move-in/Move-out Deposits	300.00
<u>TOTAL LIABILITIES</u>	<u>\$299,925.86</u>

EQUITY

Prior years earnings	- 212,217.67
Current Earnings	15,360.73
<u>TOTAL EQUITY</u>	<u>- \$196,856.94</u>
<u>TOTAL LIABILITY & EQUITY</u>	<u>\$ 103,068.92</u>

Gloria Morgenstern questioned several financial items. These included: the deferred maintenance line

item from Grier, payment for plastic bags, Prism's charge for mailing coupon books, office supplies, Condo Café, late night snow removal, mail box labels, assistance with the 58 garage door, and direct deposit fees. The President, a professional accountant, explained each expense. She further explained to Mrs. Morgenstern that our loan payment for the roofs will not show on the income statement. It will show on the general ledger. (She referred Ms. Morgenstern to the January financials and explained that as the roof loan is paid down the *next* month's financial statement will reflect the amount MCOH still owes.

Other financial report explanations included: Our water bill which reflects a yearly charge for our four fire hydrants and our Full Care bill which reflects an adjustment and saving for snow removal. Overall expenses for the common areas were low once again this month.

** Please note in the Financial Report under Liabilities, that the loan entry total for our roofs is presently \$212,150.04. This amount is reduced by our \$4819.30 monthly principal payment. The loan entry figure reflects the amount still owed.*

- The motion passed to accept the February financials for Manor Condominiums of Oxford Hill

Item Two: Electric Panels: Proactive & Preventive Steps

Mr. Ray Meyer from RJP Electric attended our February Board meeting to answer technical questions regarding the association's electrical panels. Mr. Meyer specializes in commercial work. He is also the brother of Jim Meyer, the owner of Prism. Ray explained that most of our electrical equipment and wiring is original to the buildings. In the 70s, when our buildings were constructed, copper wiring was very costly and aluminum wiring was the customary alternative. Our buildings have aluminum wiring. In addition, the 58 and 67 buildings have **Zinsco** electrical breakers which can be a fire hazard because they do not reliably shut off or "break" when there is an electrical overload. While this is a concern, Ray Meyer emphasized that his greater worry was the serious water damage to the General Electric breakers in the 81 and 74 buildings. In his opinion, these breakers are so badly rusted that they pose a greater risk of malfunction than the Zinsco breakers in the 58 and 67 buildings.

Dissimilar Metal Hazard: Another issue Ray Meyer clarified was the risk of electrical upgrades in owners' units if electricians mix aluminum and copper metals (dissimilar metals.) **Any resident planning electrical work in his or her unit should be aware of the *dissimilar metal hazard* and should contact Prism to vet electrical plans before work begins.**

RJP will replace the circuit breakers in all four buildings. In the 67 and 58 buildings they will replace the Zinsco breakers with ones from Connecticut Electric - a company that specializes in replacement breakers for Zinsco and other older electrical equipment.

New circuit breaker installation is a cost effective step that *does not create a conflict with Ameren.* Ameren requires that electrical panels be installed on the exteriors of *new construction*. ***Our construction is not new and our electric panels may remain indoors.*** Furthermore, Ameren's meters and incoming electrical wiring will not be affected by RJP's work. When the Board studied electric panel issues several years ago, their bids were exorbitantly expensive and did not fully inform the Directors of other possible options. Prism owner, Mr. Jim Meyer assisted the Board to revisit the problem and to find a safe and economical solution. New breaker installation is a proactive and preventive maintenance action.

There is no imminent fire risk.

As the weather warms up, RJP will begin work in the 74 and 81 buildings. It will be necessary to shut off electricity and the affected residents will receive notice well in advance.

Item Three: Bids - 1 Accepted, 1 Rejected, and 1 Continuing

Bids were presented by Manager John Briggs and Director Bill Lamers.

Garage Door: The Zumwalt garage door bid approved last month for the 74 Building was increased. Zumwalt also recommended replacement of the motor which lifts the door.

- The Board approved the bid increase totaling \$2671.74.

Door Lock Security: AA Lock gave Prism a \$900.00 bid to further increase security by adding door guards to 14 entry doors in our four buildings. Guards would prevent break-ins using methods such as credit cards. Mr. Briggs recommended we reject the bid and issue a work order allowing Prism to do the job more economically.

- The Board rejected AA's bid and approved Mr. Brigg's recommendation.

Camera Security Surveillance: The Board acknowledged that any steps taken to increase security will require everyone to be vigilant. One very reasonable bid for ~\$6200.00 has been received from Wired Alarm and Surveillance Protection Inc. (WASP) Bill Lamers explained the contractor, Mr. Joshua Portell, would install four 5MP dome cameras and four DVRs with 2tb drives in each building including the garage and major entries. Questions about recording equipment, how to monitor and access recorded footage, time frames, and who would have authority to view and delete footage were not adequately addressed. The Board agreed to contact other security companies including Wired Technologies and Hackett Security for more bids and further details. *Mr. Briggs also urged the Board to post signage as an additional deterrent.*

- The Board moved to obtain more bids and details for installation of security/surveillance cameras.

Item Four: 2019-2020 Election of Board Directors

Prism will send letters and a form to owners inviting them to serve on the 2019-2020 MCOH Board. Those who wish to place their names on the ballot in their respective buildings will complete the form stating why they wish to serve. Those individuals will send their forms back to Prism who will compile copies of the contestants and ballots that will then be mailed to the voters in each building.

When owners receive their official ballots, they will cast 2 and only 2 votes to select Directors for their building. Every 4th year one building elects 3 Directors. That building will cast 3 and only 3 votes. In the 2019-2020 year, the 67 Building will have 3 Directors and will cast 3 ballots. (The third Director in one of our 4 buildings brings the total Board members to 9 – thereby preventing tie votes.)

After voting, each owner will seal the envelope containing their completed ballot. **For convenience and to optimize the number of votes, the Board agreed that owners may cast their ballot in several ways. Owners Your Options Include:**

1) Putting your sealed ballot in an envelope that your Director will place in your building. Ballots will be taken to Prism for you.

2) Mailing, faxing, or personally taking your ballot directly to Prism.

Prism will tabulate all ballots. The new and/or re-elected 2019-2020 MCOH Directors will be posted in the buildings prior to the Annual Meeting near the end of April.

Item Five: Official Letter of Censure

At the end of the meeting, the Directors formally notified Ms. Morgenstern in person that she is guilty of the MCOH Ethics Violations outlined by the Board's attorney and sent to her and all association residents on November 2, 2018. Given her refusal to resign, the Board will explore next steps.

The Minutes and other important information can be delivered to you online and/or reprinted through Prism's Condo Café.

Please Contact Prism to Take Advantage of This Service!

314 966-1003

Next Manor Association Board Meeting: Wednesday, April 17th

Location: Prism Realty Inc. Time: 4:00 p.m.

**Manor Association Minutes –
March 2019**

The Board met at Prism Realty Inc. Mr. John Briggs, Prism property manager, and all elected Directors with the exception of Jordan Pitler and Lucie Watel were present. The meeting focused on several issues:

Item One: Manor Association Financial Report

ASSETS

Cash	9,075.74
Cash	10,475.00
Money Market/Savings	87,862.01
Due from Prior Management Co.	

TOTAL ASSETS **\$107,412.75**

LIABILITIES

*Loan	207,330.74
Deferred Maintenance Reserve	87,475.82
Move-in/Move-out Deposits	300.00

TOTAL LIABILITIES **\$295,106.56**

EQUITY

Prior years earnings	- 212,217.67
Current Earnings	24,523.86

TOTAL EQUITY **- \$187,693.81**

TOTAL LIABILITY & EQUITY **\$ 107,412.75**

Poor weather that prevented the completion of work for road paving, tuck pointing, and installation of one chimney cap will be finished up this spring. Funds were collected in 2018 and will not be taken from the 2019 budget

A lien has been placed on Unit 1 in the 74 building for condo fees, water damage, and attorney fees.

- The motion passed to accept the March financials for Manor Condominiums of Oxford Hills

Item Two: Security Surveillance

Camera Security Surveillance: The Board received another bid for camera surveillance that was more than \$17,000.00. The level of security our property needs was discussed as well as Board members' limited understanding of security options and costs. The Board requires a better understanding of cost ranges, placement of cameras, recording equipment needs, and monitoring options.

- A motion was passed to have Mr. John Briggs collect two or three more bids from security companies and to be prepared to present issues and answer questions.

The Board again acknowledged that any steps taken to increase security will require everyone to be vigilant. The posting of signage as an added deterrent was stressed.

- A second motion was passed to have Mr. John Briggs return to the April Board meeting with specific suggestions for signage content, placement, and cost.

Item Three: 2019-2020 Election of Board Directors

A letter for upcoming Board member *nominations* and *elections* was mailed on Thursday, March 21.

Those owners who wish to place their names in nomination will complete the nomination form stating why they wish to serve.

➤ **Nomination forms** must be completed and returned to Prism by **March 29th**.

➤ An **election ballot**, together with the nomination forms will be mailed to owners of each building by

April 5th.

➤ Owners will review the nomination forms from fellow neighbors who wish to serve. ***They will cast their election ballots to choose which two individuals they wish to represent their building on the 2019-2020 MCOH Board of Directors.*** (Building 67 will have three representatives in 2019-20)

➤ **Election Ballots must be completed and received at Prism by the April 16th Deadline.**

➤ Melissa Duncan, Prism's administrative coordinator, will collect all ballots in their sealed envelopes. She will open the ballots in the presence of two board members and tabulate the votes.

➤ A formal announcement of the 2019-2020 Board members will be made at the Annual Meeting on Tuesday, April 23rd and will also be posted in each building.

For convenience and to optimize the number of votes, owners may cast their ballots in several ways. Options Include:

1) Placing your sealed ballot in a large envelope which your Directors will place in your building. A Director will personally take the ballots to Prism by the **end of day on April 16th.**

2) Owners may mail, or personally take their ballot directly to Prism by **no later than 4:00 on Tuesday, April 16th.**

All owners are encouraged to consider service on the Board. However, if the owners in a specific building do not nominate anyone NEW who wishes to run, there will be no election in that building. Owners in that building will not receive election ballots. By default, their current Board members will continue to serve if they so choose.

Item Four: Spring Carpet Cleaning & Gazebo Upkeep

The Gazebo will be clean and the floor will be painted so it is ready for Mother's Day celebrations.

The Board also received a bid for ~\$2686.00 from Big River, a company that has cleaned the common area carpets in past years. Several members raised the issues of carpet stains and damage that cannot be removed. They wanted to explore partial carpet replacement. Other members raised the issue of replacing our carpeting with carpet tiles (an option that is not in the 2019-2020 budget.) Mr. Briggs suggested the possibility of runners to cover severely damaged areas.

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A motion was passed to have Mr. Briggs obtain several bids for runners.

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A motion was also passed to accept the bid for spring carpet cleaning in all our buildings.

Item Five: Laundry Room Upgrade in the 81 Building

The Board passed a motion to paint the laundry room in the 81 Building last fall. Action was delayed because a need to first increase ventilation was identified. The contractors invited to give us economical bids to improve ventilation did not follow through and the project has stalled.

- A motion was passed to have Mr. Briggs obtain bids to increase the size of the basement window and to thereby insure proper ventilation so that painting of the 81 Building laundry room can proceed.

Item Six: Owner Oversight & Maintenance of HVAC Closets

Every owner's water heater and furnace is located in a hall closet outside the owner's unit. This closet and the appliances in this area are the personal property of owner. He or she is totally responsible for upkeep of the closet and equipment. Unfortunately, a water heater in one owner's unit had been leaking for some time. It recently burst and leaked rusty water onto the hall carpet. The breakdown also caused water damage to the walls and ceilings of several units on lower floors.

The owner is financially responsible for the damage the water heater caused to other owners' property and for the damage caused to the association's common elements.

Owners please : Consider having your water heaters and furnaces professionally checked several times a year. Take a moment every few weeks to look inside your HVAC closet. Contact your maintenance company at the *first sign* of condensation or moisture on the floor or ceiling of your closet. Protect yourself and your equipment to prevent the liability and expense a breakdown could cause.

*The Minutes and other important information can be delivered to you online and/or reprinted through Prism's Condo Café.
Please Contact Prism to Take Advantage of This Service! 314 966-1003*

April, 2019

Next Manor Association Board Meeting: May 15th
Location: Prism Realty Inc.
Time: 7:00 p.m.

Manor Association Minutes – Wednesday, April 17th 2019

The Board met at Prism Realty Inc. Mr. Jim Meyers, Prism owner, Ms. Sandy Gegg-Winka, newly assigned MCOH property manager, and all elected Directors, with the exception of Gloria Morgenstern, were present. The meeting focused on several issues:

Correction: Some minutes distributed last month mistakenly stated a lien had been placed on a unit in Building 74. The lien has been placed on Unit 1 in Building 81.

Item One: Manor Association Financial Report

ASSETS	
Cash	21,683.25
Cash	10,875.00
Money Market/Savings	<u>87,896.84</u>
TOTAL ASSETS	\$120,455.09
LIABILITIES	
*Loan	202,393.58
Deferred Maintenance Reserve	87,475.82
Move-in/Move-out Deposits	<u>900.00</u>
TOTAL LIABILITIES	\$290,769.40
EQUITY	
Prior years earnings	- 212,217.67
Current Earnings	<u>41,903.36</u>
TOTAL EQUITY	- \$170,314.31
TOTAL LIABILITY & EQUITY	\$ 120,455.09

After replace of the water meter in 67, our bill was reduced by approximately 50%. This is due in part to identification of leaks in owners' units from sinks and toilets. The President and Prism are also gathering past bills to document overcharges – possibly due to a faulty meter. They will attempt to obtain a refund from the water company.

- The motion passed to accept the April financials for Manor Condominiums of Oxford Hills

Item Two: Spring Improvement Projects Continue

What follows is an update on projects, regulation reminders, and important dates as we move into the spring and summer months.

- **Carpet Cleaning:** In all buildings the carpet cleaning will continue as scheduled. Dates for carpet cleaning in each building were posted in the second week of April.
- **Power Washing of All Garage Floors** will be completed in May. Dates will be posted well in advance.
- **Project Work Completion:** Poor weather prevented the completion of work for road paving, tuck pointing, and installation of a chimney caps in 67. Work will continue in June. Funds were collected in 2018 and will not be taken from the 2019 budget
- **Landscaping:** Full Care has been contacted about landscaping projects around the complex including aging shrubbery and trees. Additional bids for service will also be obtained.
- **Car Ports:** Work on the carports which are located on Chimney Rock has begun.
- **Barbeque Rules:** Signs have been posted in each building to refresh the memories of all residents about MCOH BBQ rules. *If you are a first floor resident and patio owner, please contact your Building Directors so you can fill out a form before grilling outside.*

May, 2019

PLEASE TAKE ALL RECYCLABLE ITEMS TO DUMPSTER AND BREAK THEM DOWN BEFORE PUTTING IN DUMPSTER. ALL PAPER BAGS WITH PAPERS IN THEM SHOULD BE EMPTIED BEFORE PUTTING THE BAG IN DUMPSTER

**Next Manor Association Board Meeting: June, 19th
Location: Prism Realty Inc.
Time: 7:00 p.m.**

Manor Association Minutes – Wednesday, May 15, 2019

The Board met at Prism Realty Inc. Present: Mary Alice Ash, Alan Downs, Bill Lamers, Jim Barbier, Jimmy Early, Jim Meyer and Sandy Gegg-Winka

Financial Report 04/30/2019

Triad Checking/Regular	\$ 1,929.09
Triad Checking-Assessment	\$ 52,846.80
Money Market/Savings	\$ 87,935.29
Loan Balance	\$ 197,528.07
Total Revenue	\$ 150,252.00
Total Condo Expenses	\$ 123,842.52

Spring Improvement Projects

- Cleaning of Garages will begin on June 4th. Schedule will be posted.
- Fountain will ready about the first week of June.
- Sealing of streets will be done in early June.
- Tuckpointing of 10358 building will be scheduled in late June or early July.

Ugalde Unit Proposals

Two Engineer's Reports were reviewed, 4 Contractor's proposals were reviewed for the work to be done in Mrs. Ugalde's unit. The proposal from J's Ground Level Constructions was chosen and passed by the board. Work will begin on May 21st and be completed approximately by May 31st.

Dog Letter

A letter to all owners of dogs on our property is being sent with the rules to be followed in walking their dog on the property. This will be strictly enforced.

The Minutes and other important information can be delivered to you online and/or reprinted through Prism's Condo Café. Please Contact Prism to Take Advantage of This Service! 314.966.1003

July, 2019

Next Manor Association Board Meeting: August 21st
Location: Prism Realty Inc.
Time: 7:00 p.m.

Manor Association Minutes – Wednesday, July 17, 2019

The Board met at Prism Realty Inc. Present: Mary Alice Ash, Alan Downs, Bill Lamers, Jim Barbier, Jimmy Early, Rosalie Rotenberg, Gloria Morgenstern, Lucie Watel and Jim Meyer

Financial Report 06/30/2019

Triad Checking/Regular	\$ 5,469.49
Triad Money Market-Assessment	\$ 67,581.17
Money Market/Savings	\$ 61,781.34

Loan Balance	\$ 187,697.49
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Total Revenue	\$ 214,750.00
Total Condo Expenses	\$ 213,816.00

Update on Projects and Repairs

Fountain has been shut down because of a problem with the pump motor. Hopefully it will be up and running by the middle of August.

Sealing of streets has been scheduled with Pioneer Paving and should be completed by the end of the summer.

Tuckpointing of 10358 building has been completed.

The Intercom Systems for the 58 and 67 buildings were damaged by an electrical storm. Parts to repair have been ordered. Wired Technologies will repair the system with the new parts as soon as they arrive.

Maintenance Department report

Meters are being installed on our irrigation system in order to get a reduction from MSD for the irrigation water being used.

The board approved the touch up painting of our four buildings. This has been done for the past 8 years by Jim Ash Decorating. Hopefully this helps to prolong the repainting of our buildings.

Prism Report by Jim Meyer

Jim Meyer is getting bids on the possible replacement of the decks in the future.

Dog Letter

The dog policy was discussed at length. It is being re-written and will be distributed to all owners. All dog owners have given copies of immunization forms to Prism.

The board voted to have the Board Meetings on the 3rd Wednesday of the month.

August, 2019

**THE POOL WILL REMAIN OPEN TO SEPTEMBER 15TH
PIERRE'S WORK HOURS ARE 9:30AM-2:30PM PLEASE DO NOT CALL HIM DURING
THESE HOURS**

**Next Manor Association Board Meeting: August 21st
Location: Prism Realty Inc.
Time: 7:00 p.m.**

Manor Association Minutes – Wednesday, August 21, 2019

The Board met at Prism Realty Inc. Present: Mary Alice Ash, Alan Downs, Bill Lamers, Jim Barbier, Jimmy Early, Rosalie Rotenberg, Gloria Morgenstern, Lucie Watel, Marilen Pitler, and Jim Meyer

We were all saddened by the death of long time director Jordan Pitler. Marilen Pitler offered to complete his term as the director for the 10381 building. The board voted to accept Mrs. Pitler's offer and it passed.

Financial Report 07/31/2019

Triad Checking/Regular	\$ 10,300.32
Triad Money Market-Assessment	\$ 61,898.37
Money Market/Savings	\$ 68,454.73
 Loan Balance	 \$ 182,733.70
Total Revenue	\$ 260,505.50
Total Condo Expenses	\$ 248,809.92

Update on Projects and Repairs

Fountain motor has been repaired and the fountain is up and running again.

Sealing of streets has been scheduled for August 26th and 27th. Signs will be posted with information on the closing of our streets.

The Intercom Systems for the 58 and 67 buildings have been repaired by Wired Technologies.

Martinez Landscaping did additional trimming of bushes, rose bushes and cleaned out several of our flower gardens. This additional work is not included in our contract with Full Care Landscaping.

Prism Report by Jim Meyer

Holy Smokes Co. is scheduled to put new chimney caps on the 58 and 67 buildings. This was part of the capital project to be completed after the tuckpointing.

Dog Letter

The dog policy was discussed at length. It is being edited and will be presented at the next Board Meeting.

September, 2019

STATE INSPECTION OF ELEVATORS WILL BE ON OCTOBER 17TH STARTING AT 7:00 AM

**Next Manor Association Board Meeting: October 16th
Location: Prism Realty Inc.
Time: 7:00 p.m.**

Manor Association Minutes – Wednesday, September 18, 2019

The Board met at Prism Realty Inc. Present: Mary Alice Ash, Alan Downs, Bill Lamers, Jim Barbier, Jimmy Early, Rosalie Rotenberg, Gloria Morgenstern, Marilen Pitler and Jim Meyer

Financial Report 08/31/2019

Triad Checking/Regular	\$ 9,144.15
Triad Money Market-Assessment	\$ 61,953.75
Money Market/Savings	\$ 34,804.64
Loan Balance	\$ 177,775.08
Total Revenue	\$ 374,319.16
Total Condo Expenses	\$ 356,049.85

Update on Projects and Repairs

An electrical problem in the fountain control panel developed, resulting in a problem with the pump motor's wiring connection. The panel and the pump motor are being repaired and should be up and running shortly.

Prism Report by Jim Meyer

Holy Smokes Co. is scheduled to put new chimney caps on the 58 and 67 buildings. This was part of the capital project to be completed after the tuckpointing.

The work on the electrical panels in the 10374 and 10381 buildings will be completed in October.

Dog Letter

The dog policy was reviewed by the Board. It passed. The policy will be sent to all dog owners. Additional copies for other owners will be available with the directors in each building.

New Business

An Inspections and Open Violations letter was received from the Missouri Department of Public Safety as a result of the elevator inspection of the 10381 elevator in June. The report states that the emergency phone was not working. Midwest Elevator did not repair the phone at that time and failed to report that the phone needed repair. An owner was trapped in the elevator and discovered that the phone was out of order. The phone was finally repaired in September. An additional meeting will be held with Midwest Elevator to discuss this letter.

Allowed items in our garage parking spaces were discussed. There are guidelines for all of our buildings. Notices with these guidelines will be posted if necessary.

October, 2019

PLEASE TAKE A LOOK AT YOUR PATIO OR DECK AND MAKE SURE THAT IT IS TIDY. THIS IS ONE OF THE FIRST FEATURES NOTICED BY PROSPECTIVE BUYERS WHO DRIVE ONTO THE PROPERTY AND MAY WELL BE ONE OF THE DECIDING FACTORS IN WHETHER OR NOT TO BUY A UNIT IN THE MANOR CONDOS. NO SIGNS, RADIO OR TV ANTENNAS ARE ALLOWED TO BE HUNG IN WINDOWS. NOTHING SHOULD BE HUNG ON THE RAILINGS OF OR DECKS. NO OWNER SHOULD BE OPENING BUILDING WINDOWS AT ANY TIME.

**Next Manor Association Board Meeting: November 20th
Location: Prism Realty Inc.
Time: 7:00 p.m.**

Manor Association Minutes – Wednesday, October 16, 2019

The Board met at Prism Realty Inc. Present: Mary Alice Ash, Alan Downs, Bill Lamers, Jim Barbier, Jimmy Early, Gloria Morgenstern, Lucie Watel, Marilen Pitler, and Jim Meyer

FINANCIAL REPORT: The President reported on income and expenses for the month of September. We have assets of \$89,945. \$33,632 of our assets are from our special assessment. Our loan balance is \$172,792. On motion made and seconded, her report was approved. Financial report is posted on Condo Café or a copy is available upon request from your board member.

OLD BUSINESS:

- a) Fountain motor has been fixed and will be installed in the spring. Fountain is being cleaned and winterized.
- b) Garage ceilings in buildings 58 and 67 have been diagnosed as fire retardant and sound barrier. We will start scraping off garage ceiling material that looks likely to fall.
- c) We continue to check decks and do minor repairs. We are continuing to get bids on replacement of decks in the future.
- d) Charter/Spectrum has been on property and are finally replacing the temporary cables that have been exposed on the grounds and streets.
- e) Holy Smokes will begin work on roofs on November 4th weather permitting.
- f) RJP electrical work on buildings 74 and 81 will begin on October 21st.

NEW BUSINESS:

- a) Prism is in the process of getting bids from several landscape companies for next year. The Board has been dissatisfied with the service from Full Care in recent years.
- b) State inspection by Midwest Elevator was scheduled on October 17th. Due to problems during the inspection in the 58 building it was cancelled for the other buildings. Inspections will be rescheduled ASAP.
- c) We continue to receive violation fines for the recycle bin. Other options on the replacement of the bin are being investigated.
- d) The budget committee has begun work on the 2020 budget. The first draft will be presented at the November board meeting. The final budget will be presented at the December board meeting for approval by the board.

