

221-227 MAIN STREET CONDOMINIUM TRUST UNIT OWNER'S SPECIAL MEETING MINUTES

Time and Place: March 15, 2021, 10:00 a.m.
Via Zoom

Owners Present: Barbara Ween
Gary & Annette Iglarsh
Megan Stanton, by proxy for Steve Vogel & Janet Cosort
Charlie Maguire, by proxy approving Trustees

Also, Present: Donna Golec, Owner of Kendrick Property Management (KPM)

The Special Unit Owner's meeting was called for the Election of Trustees and to review the state of affairs of the condominium trust, and to provide an opportunity for Unit Owners to raise any issues that relate to the ongoing maintenance of the building and grounds.

The following meeting minutes were prepared by Donna Golec. Any exceptions and/or omissions should be noted by the pertinent party and should be submitted for clarification at the next Unit Owner's Annual Meeting.

- 1.0 The meeting was called to order at approximately 10:08 a.m.
A quorum was established.
- 2.0 Introduction of new Property Management company:
 - Overview of key personnel and their functions.
- 3.0 Election of the Board of Trustees:
 - Motion was made by Megan Stanton for the following slate of Trustees.
Voted: The following slate of Trustees were nominated & unanimously approved by Owners.
Commercial Trustee – Barbara Ween
Residential Trustees – Gary Iglarsh
At Large Trustee - Vacant
- 4.0 Property overview:
 - 4.1 Cleaning of the common hallway from the entry to the 2nd floor – Contractor submits the bill every 6 months. The bill is paid by the Association then split between the 2nd & 3rd floor units by adding a charge to the accounts.
 - 4.2 Sidewalk shoveling – Commercial owners (221 & 227) on the 1st floor maintain & clear their own sections.
 - 4.3 Keys onsite for access to the mechanical room in the basement are available at Barbara Ween (Visage-2nd floor right) & Gary Iglarsh (2nd floor left).
 - 4.4 KPM – Bob Sears & Scott Savino will be onsite for a property inspection. They will introduce themselves to Barbara & Gary.
 - 4.5 Discussion regarding the deterioration of the emergency egress.
 - 4.6 Discussion regarding the infiltration of carpenter bees in the rotten wood, overhang & wood structure.
 - 4.7 Discussion regarding ownership of specific parts of the building & maintenance –
 - 4.7.1 Windows – Owner's responsibility

- 4.7.2 Main front door – Dry cleaners paid for the new configuration due to handicap changes required for their business. It is the Association’s responsibility to maintain.
- 4.7.3 Common area staircase – last painting unknown but > 10 years. Owners would like to see this area freshened up with new painting, flooring and possible lighting in the future.
- 4.8 Megan Stanton noted that she will have new tenants moving in and will supply contact information to KPM.
- 4.9 Discussion & update on Keiter Builders regarding quotes for re-pointing of bricks and Fire Escape.

The Annual Owner’s meeting to be scheduled for TBD. Governing documents state that the annual owners meeting to be held in April which all are welcome to attend.

The meeting was adjourned around 10:45 p.m.