



**Agenda Monthly Board Meeting**  
 Monday March 27, 2017 @7:30 pm  
 Lobby 3900 Tunlaw Cooperative

*In an effort to foster productive dialogue in the community, there will be an open forum after the meeting has been adjourned*

<b>Call to Order</b>	<b>7:34</b>
Ray, president; Matt, Vice President; John Mark, director/projects officer; Brittany, Chairman; Brianna, Secretary	
<b>Previous Meeting minutes to be approved by email</b>	
<b>Board decisions via email and executive sessions</b>	<b>10 minutes</b>
Ordered mats with new logo - March 1, 2017 Entrance, inside front door, elevators, and one long weather mat	
Priced and ordered new exercise equipment - March 17, 2017 Two new ellipticals - better price than before Right now we are removing the rower. We reconfigured the room and measured out the space to see if a new rower would work in the space without having it be too tight. Add rower in the future.  Purchase two new ellipticals <b>APPROVED</b>	
<b>Treasurer's Report</b>	<b>10 minutes</b>
<ul style="list-style-type: none"> <li>• Monthly income is slightly ahead of budget - few hundred dollars ahead of budget</li> <li>• Total expenses are a little under budget</li> <li>• Almost \$6,800 under budget for the year</li>   <li>• Question: Delinquencies on Shareholder charges - when do these go to collection agencies? 45 days goes to collection agencies</li> <li>• Last month's Treasurer's Report: Steve answering questions soon</li> </ul>	

<b>Building Manager's Report</b>	<b>15 minutes</b>
Stephen Kirkpatrick	
<ul style="list-style-type: none"> <li>• Proposals for winter pump rebuild - ACI and NAC</li> </ul>	
<ul style="list-style-type: none"> <li>• Painting touch ups: G&amp;G Plumbing did some quick touch-ups, bringing them back to fix splotchy areas. Paint touch-ups in the common areas (walls only) will be done after this.</li> </ul>	
<ul style="list-style-type: none"> <li>• Loading dock doors - Steve is asking G&amp;G Plumbing to come back with the hardest paint they can find so it stands against high traffic and high contact areas. Not yet known if they will have to take the old paint off.</li> <li>• Loading dock ceiling paint is also coming off - Steve is going to tackle this in the Spring (aka soon). Good opportunity to change the light fixtures - some parts are currently missing. Need something not expensive but also sturdy (be able to withstand furniture moves). Also a good opportunity to test paint on loading dock doors.</li> </ul>	
<ul style="list-style-type: none"> <li>• Bulk trash on April 12. Steve sending notice week in advance. Lots of notice.</li> </ul>	
<ul style="list-style-type: none"> <li>• Spring inspection on irrigation system due next couple of weeks - as soon as they can fit us into their schedule. Q: Are they moving sprinkler heads? A: John Mark and Steve discussing.</li> </ul>	
<ul style="list-style-type: none"> <li>• Livingston Fire Protection quarterly inspection due March 30</li> </ul>	
<ul style="list-style-type: none"> <li>• Gate Logic - Common bathroom lock needed to be changed.</li> </ul>	
<ul style="list-style-type: none"> <li>• Regular maintenance for HVAC in boiler room has a \$28/month increase in NOYES. This is the first increase in 4 years.</li> </ul>	
<ul style="list-style-type: none"> <li>• AC switch April 19 - we'll see if that needs to be changed. Probably won't be able to get before that date but can adjust to a later date if needed.</li> </ul>	

<ul style="list-style-type: none"> <li>• Winter Pump - American Combustion has submitted low bid to rebuild the Winter Pump, which is \$3,775. Last year we had Capital Boilers replace the summer pump. This company hasn't used ACI since Steve has been there, but Mike has worked with them in other buildings. Mike recommends. <b>APPROVED</b></li> </ul>	
<ul style="list-style-type: none"> <li>• Window replacements - Steve will send out survey to Shareholders and renters for people to examine their windows once it gets warmer. Report foggy windows. Check hardware, screens, etc. ACTION ITEM: Steve checking 219</li> </ul>	
<ul style="list-style-type: none"> <li>• Perceptions - level up two of the light fixtures in the hallway considering how level the ceiling is.</li> </ul>	
<ul style="list-style-type: none"> <li>• Simpson Roof deck is 4ft off the ground and 20x20. Same size as last roof deck. Simpson has started the installation. Drawings say that the joist is supposed to be 12" but someone changed it back to 16". When it was submitted to the city, that's when it got changed to 16". Whether it needed to be changed or not, part of the issue is because they are using a wider or thicker board, but Mike recommended using 2x4 strips in between, but 16" is what is called for on this deck. That is what was submitted and approved. No problems using the 16" so we will move forward.</li> </ul>	
<ul style="list-style-type: none"> <li>• Spring convector cleaning is coming up. Material should be here next week. Filters, cleaning fluids, etc. Bought by the bottle again - Steve couldn't find anything in bulk that goes with the area we found but will continue to look. Plenty of notices when this is approaching.</li> </ul>	
<p><b>Management Report</b></p>	<p><b>10 minutes</b></p>
<p>Mike Maloney – CFM</p>	
<p>Garage door replacement - Cannot do rubber door - it's too wide. Contractor will continue to talk to the manufacturer to see when/if they can get to that sized door. We are not moving fwd with a new door. Waiting to see if they can accommodate our size in the rubber door.</p>	

<p>Paving of parking lot in summer - Mike is asking for a meeting with the contractor - conflicting schedules. Mike is estimating a meeting over the next couple of weeks.</p>	
<p><b>Old Business</b></p>	<p><b>15 minutes</b></p>
<p>Decoration project updates</p> <ul style="list-style-type: none"> <li>• Signage installation - new signs have are installed but not 100% finished. Remaining signs need to be removed and the contractor will then install the rest of the signage.</li> </ul> <p>Note: Move the flyer holder on the laundry doors - painters can paint the splotch.</p> <ul style="list-style-type: none"> <li>• Awning proposals - Awning is the first impression of the building. Needs to be updated to match new look and the current one is damaged. Second bid from Simpson - waiting on</li> </ul> <p>Dizynlab proposal is only good until Friday, March 31. Total cost is \$21,835 (includes demolition, welding, etc).</p> <p>Motion to approve the project up to \$22,000 and if we do not receive a superior competing bid to DizynLab then we continue with this bid until the deadline. <b>APPROVED</b></p>	
<ul style="list-style-type: none"> <li>• High-efficiency washing machines - Vicky, Ray, and Brittany have been working on updating the washers. Tomorrow, Brittany and Vicky are calling Creative Laundry Systems. They will not handle the equipment but the design and thoughts on what would be appropriate for the room. Once we have those recommendations we will talk to MacGray about changing out some of the washers. Putting a schedule on a time system so laundry is not going to be 24 hours.</li> </ul> <p>John Mark is working on changing out the sink to a bulk sink. Perhaps we can do some other minor design updates as well.</p>	

- Roof Fan

History: Building has tried to solve the noise making and vibration problem. Nothing has been effective in reducing the problem. There have been a number of problems on the roof - each time we would do work that was supposed to solve the problem but none have worked. We spent about \$2k on the roof thus far, over the 2-year period.

NOYES has submitted a proposal a few years ago. About \$3,500 proposal. Board has turned it down.

Steve has gone back to NOYES to look at it again. Steve has told them all the things we have done in the meantime. They produced another proposal with more features. They believe that there is an excellent chance - 99% sure - to solve the problem. Changing the way the air is entering the unit, how it connects to the ducts, the ducts being out of level, etc. This proposal is \$4,500 for the single motor over Tish's unit. He has isolated five different problems.

#602 - roof fan is right on the doorway. In the beginning was minimal, now it's much noisier. Steve has turned off all roof fans to isolate the situation.

Note: Over #608/#609/#610 - is the largest fan doing the most work.

Steve asked them for a less expensive proposal and that is \$2,700/\$2,800.

Roofer also gave us a price to build another curb away from Tish's unit - just building the curb. With the duct work this would be over \$9k.

Mike - you will also hear noise on the top floor because of the fans. Mike has confidence that NOYES will be able to fix the problem. However, no guarantee.

We have one more bid coming in. Probably going to NOYES.

<p>Motion to approve up to \$5,000 to develop technical specifications and approve the work. to be worked out with Shareholder owner #602 and CFM. <b>APPROVED</b></p>	
<p><b>New Business</b></p>	<p><b>15 minutes</b></p>
<ul style="list-style-type: none"> <li>• Vending machine - Vending machine was removed as a practical issue of doing the flooring. Once the flooring was finished the Board decided to keep it out Mike will.</li> <li>• Reserve Study - ACTION ITEM - Mike will handle over the next few months. Last company that did our reserve the Board was happy with the numbers.</li> <li>• Rearrangement the lobby - Feedback from Shareholders. DizynLab helped.</li> </ul>	
<p><b>Adjourn</b></p>	<p><b>8:55 PM</b></p>
<p><b>Open Forum</b></p>	<p><b>20 minutes</b></p>

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