



**BOARD OF MANAGERS MEETING  
February 6, 2008**

**I. Call To Order:**

- a. The meeting was called to order by Chris Lattimer (President) at 7:00p.m.

**II. Roll Call:**

- a. Board members: Derek Lane (305), Chris Lattimer (301), Brian Stankos (513), Jason Wolf (508)
- b. Property Management: Joe Lara (First Properties)
- c. Residents: Ed Kurkek (312), Female Resident who did not sign in

**III. Approval of Minutes:**

- a. The meeting minutes of November 14, 2007 were read.
- b. A motion was made to approve the minutes of the September 17, 2007 meeting by Brian Stankos.
- c. The motion was seconded by Jason Wolf & Derek Lane.

**IV. Manager's report:**

- a. Joe Lara presented the action items addressed by First Properties in the preceding three months.

**V. Old Business:**

- a. Rear service elevator: The rear service elevator has been able to maintain operations consistently over the past couple of months. No complaints have been raised since its repair.
- b. Mail Room complaints: Mail has been incorrectly delivered and stacked in front of the mailboxes by the mail carrier. In addition there was a complaint of a stolen package.

**ACTION ITEMS:** Residents are encouraged to file a complaint with the post office regarding the mail carrier and a camera has been proposed as part of the security camera upgrade project.

All residents are encouraged to put the names of all persons living in their unit on a label and attach it inside their mailbox.

- c. Review of the Fannie Mae Site development. The Fannie Mae site's developers are applying for a mixed-use permit to develop the land. The proposal is calling for over 200,000 sq ft of retail space, two 21 story towers on of which will be condos, the other rentals, and 1300 parking spaces. The permit process should take around 5-6 months once began, not date for application has been set. The



development is expected to be completed if approved in or around 2010.

- d. USA Dish: USA Dish continues to present an issue with service and overall satisfaction of the owners. The contract through 2010 limits the board's mobility to make changes. Complaints have been forwarded to Ecostar/Dish Network who supplies the feed to USA Dish, but Ecostar/Dish Network declines to intervene unless Vanguard Lofts Association receives a notice in favor of association as a result of legal action.

Existing options:

1. Pursue legal action. Vanguard Lofts Association would have to pay for representation and filings if this path is chosen. The board does not suggest this method as it is costly and there is no guarantee that legal action would result in association's favor.
2. Buyout the remainder of the contract. The board does not suggest this method as it is costly and pays for services that are not being delivered.
3. Serve Roddy papers for breach of contract. This method does not have any guarantee that Roddy will agree and terminate contract / service.

**ACTION ITEMS:** The board will continue to review options with legal counsel and management to attempt to assess option that is most advantageous for association and residents in the long run.

- e. Disruptions in hot water service: The valves on the boilers have been repaired. AMS will continue to come on site and monitor temperatures to ensure problem has been corrected.
- f. Board Discussed 1224 W Van Buren's ownership of the lot on the north side of the building and discussed its development potential. The zoning for the lot allows for development, but given the economic environment development has not been proposed and is not likely in the near future.

## **VI. New Business:**

- a. 2008 Annual Projects: Board has reviewed and submitted a 2008 project list that covers the following projects:
- Balcony replacement
  - Security Camera Upgrade
  - Review of dog / bike registration



- Lobby project
  - Touch up painting
- b. Board proposed and discussed providing a vendor list on the website. Board cannot and does not endorse these vendors. The board offers the list as a reference of vendors who have completed work in an acceptable manner at acceptable prices and possess the proper insurance to qualify as a prospective vendor for the property.
- c. Balcony Project review / update: The project is scheduled to proceed in the spring of 2008. The anticipated start date will be May 1, 2008. A vendor and final materials have yet to be finalized, but the board expects this process to be complete in March 2008. Warren Larson will be the project manager for First Properties.

**ACTION ITEMS:** The board will draft and distribute a letter within the next thirty (30) days communicating to owners the following pass through schedule related to the balcony project.

- First Payment due on 3/15/08 - \$250
- Second Payment due on 4/15/08 - \$250
- Final Payment due on 5/15/08 - TBD\*

\* Owners will be notified via a letter once the final payment has been determined. The cost will depend on factors such as fines by vendor for owners who do not move deck items in advance (i.e. Grills, chairs...etc), and replacement of nailers (as needed).

- d. Security Camera Upgrade: Quotes received ranged from \$7,500 - \$15,000. The contractor chosen for the installation will not affect any maintenance of the equipment.

**ACTION ITEMS:** The quote for \$7500 for security camera upgrades has been approved unanimously and work will begin weather permitting in March 2008. Upgrades will include a mailroom camera, camera for the north lot, two cameras in service drive area on north side of building and one camera to monitor the roof door.

- e. Roof leaks: Several reports have been received of new roof leaks. Leaks stem from small holes exist from screws that were inserted during installation, calking coming loose, and wind damage to a patch above unit 704.

**ACTION ITEMS:** The board and management will continue to monitor complaints and dispatch a roofing company to repair



membrane-covering roof as necessary. Board will review options for replacing roof in 2009.

**VII. Sales and Leases:**

- a. None.

**VIII. Announcements:**

- a. Pedestrian gate in the North parking lot, which does not close properly in the summer and winter, will be repaired prior to month's end.
- b. The Board has finalized plans to add additional security cameras to monitor activity around common areas of the building. Five (5) cameras will be installed to monitor the following:
  - Mailroom
  - North parking lot
  - Visitor parking
  - Service drive
  - Roof door
- c. The trash shoots will continue to be cleaned by Julio using Pine Sol on a weekly basis instead of installing an automated system.
- d. The access control batteries have been donated by Chris Lattimer and will be installed in late February. The installation of these batteries will allow the key fobs to continue to work in the event of a power outage.
- e. Next quarterly board meeting is tentatively planned for May 7<sup>th</sup>, 2008.

**IX. Home Owner Forum:**

- a. The floor was opened to owners.
- b. Edward Kurkek questioned what Joe looks for during walk throughs. Joes stated that he and Teddy look for obvious signs of ware and immediate maintenance items. Edward noted that there were spots on the floor that had not been attended to on the 3<sup>rd</sup> floor for several months that had not been attended to. In addition he noted several cracks in the dry wall that require attention during painting project.

**X. Executive Session:**

- a. None.



**VANGUARD** lofts

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**XI. Adjournment:**

- a. The meeting was adjourned at 9:00pm.

**DRAFT**