



**BOARD OF MANAGERS MEETING  
JUNE 13, 2007**

**I. Call To Order:**

- a. The meeting was called to order by Chris Lattimer (President) at 7:46p.m.

**II. Roll Call:**

- a. Board members: Derek Lane (305), Chris Lattimer (301), Jim Thomas (501), Ed Kurek (312)
- b. Property Management: Joe Lara (First Properties)
- c. Residents: Noble Mycle (110), Jino Jacob (112), Carmelita Tiu and Matt Woodlawn (115), Debra Aaron (401), William Szczerba (413), Sameer Suterwala (414), Karyn Panek (415), Jonathan Sweeney (604), Liz Forman (608), Manosh John (701), Shiju Elakkatt (703), Tom Kitka (709), Allison Williams (710), Amit Patel (711), Robin Raffel (713)
- d. Guests: Kevin Garney (Tremco Roofing)

**III. Approval of Minutes:**

- a. The meeting minutes of March 7, 2007 were read and approved unanimously.

**IV. Manager's report:**

- a. Building evacuation plan: It was agreed to replace paper plans posted by the elevators in each floor with permanent signs. Chris suggested acrylic.
- b. Building maintenance: Board approved \$300 for new sod around manhole cover area and additional \$25 estimate for mulching around trees; Ed suggested trimming dead trees; Chris Lattimer suggested pruning or replanting dead tree on south side. These will be action items for June/July.
- c. Rental of parking spaces: It was agreed to rent the two parking spots currently owned by the Condo Association. Jim Thomas motioned that we rent the two parking spaces for \$150 a month; Ed Kurek seconded. Passed unanimously.
- d. Rules and regulations: Joe Lara reported that Vince, the Vanguard Lofts Condominium Association attorney, would provide comments on the draft of the new rules "shortly," after which the rules would be posted for the owners with a tentative meeting in early July. Joe reported that the rules would be mailed out to owners the week of



June 17. They will be simultaneously posted on the Vanguard homepage.

- e. Joe Lara enclosed a revised maintenance schedule (see attached manager's report). Joe indicated that he will meet once a month to review maintenance issue.
- f. Exterior building lights issue: Chris Lattimer indicated that existing exterior fixtures would be replaced with new fixtures in front and back. This would be done in two phases. Phase I is putting new light in the entry ways; Phase II is adding additional light on south elevation and west elevation to increase illumination. This would include accent lighting to give the building more curb appeal. This would include additional wiring. COSTS: The Board will budget for the new lighting in the coming year. Brian Stankos and Chris Lattimer are getting cost estimates now. The preliminary estimate is \$4,500 to replace the existing light fixtures. New lights for the south and west elevations is estimated to be around \$30,000.
- g. Pedestrian gates: There was discussion from the March meeting on adding a fob-activated lock to the side pedestrian gates. The discussion was continued with no final decision. Joe Lara suggested issuing Pro-Line doors for an estimate to install a new key switch for the electric slide gate on Gladys Ave. This will be pursued.
- h. Pet-waste bag dispenser: Derek Lane made motion to get the \$49 wall mount HLMBRK bag dispenser (seconded by Chris Lattimer) - if the bag dispenser is empty, it is the responsibility of the pet owner to provide a waste removal bag.
- i. Pet signs: Chris Lattimer indicated that, for pet signs, he will order them, since he already has the sign posts. Bike tags/hooks: Joe Lara will get tags to label the bike hooks, storage lockers, and air conditioners. First Properties will be responsible for bike tags and locker tags. 72 bike hooks, but one or more missing = 71. Ed Kurek motioned to approve purchase of tags; Derek Lane seconded. Passed unanimously.
- j. Recycling: Jim Thomas moved polling owners on the discussion list for interest. Derek Lane seconded. Jim will poll owners for interest in three 95 gallon containers at \$36 each for paper, metal, and plastic.
- k. Chris Lattimer reported that he will obtain a dolly for the bike room (over the short term), later to be placed in the east storage room when we get an electronic lock for the door.



**V. Old Business:**

- a. Floor waxing, rules dissemination, pet-waste dispenser, hand truck dolly, and recycling moved by consensus for immediate action.

**VI. New Business:**

- a. Presentation: Tremco Roofing - Kevin Garney gave a presentation on roofing leak repairs (8:45 pm). His report: Tremco Roofing has a group of people in Chicago to help repair leaks; indicated that he fixed leaks at Vanguard Lofts in the past. 10,000 square feet would cost about \$130,000 to replace the entire roof along with a twice-a-year maintenance program. Action item: The Board will explore costs and obtain estimates for future replacement. The current life expectancy of the roof is approximately six to eight years, but there are some minor problems (small holes) beginning to develop.

**VII. Sales and Leases:**

- a. None.

**VIII. Announcements:**

- a. Roddy Glenn (USA Dish) reported that the upgrades are complete for HDTV and his next step is working out a schedule to introduce it to the individual units who want it.
- b. Brief discussion arose to explore the replacement of decking for all balconies within the next 12-18 months because of degrading lumber and hazardous conditions. The cost of the balcony decking replacement would be at the expense of the unit owner. Exploration of timing, cost-effective installation, and upgrade of material will begin in coming months.
- c. Next quarterly board meeting is tentatively planned for Wednesday, September 19, 2007.

**IX. Home Owner Forum:**

- a. Robin Raeffel reported that the back stair well has horrible odor. Board will monitor it. Derek Lane made the motion to approve a contract for \$1,950.83 from C-Tex cleaning to thoroughly clean and maintain the trash compactor. Ed Kurek seconded. Motion passed unanimously.
- b. Chris Lattimer urged that property management remind all residents how to properly dispose garbage in order to reduce problems with the trash chute and trash compactor.
- c. Tom Kitka: Next door construction people (at 1224 West Van Buren) still haven't adequately cleaned up the mess created at



Vanguard Lofts. Rope and refuse remains, and a large balcony railing, still attached to the rope, remains on Vanguard property between the two buildings.

- d. Joe Lara reported that all claims for damage or cleaning with the 1224 W Van Buren contractors have been settled, except for one or two items.
- e. Manosh John: Raised issue of broken glass bricks in his bathroom. Issue: Were these included in repairs performed after the Chicago Critical Building Inspection. First Properties will look at past documents to see whether work was authorized for glass block repair to unit 701.
- f. Debra Aaron: Reported tape placed on her window during facade that was unaddressed. Chris Lattimer will work with Joe Lara of First Properties to deal with it.
- g. Robin Rafael: Asked about smoking in common areas being prohibited. Yes, smoking in common areas is prohibited.
- h. William Szczerba and Ed Kurek reported pedestrian gate in the remote parking lot does not work in hot weather and is currently not working. An action item to be attended to immediately.
- i. Amit Patel: Concerned about refuse dropping down from ceiling timbers above (dirt, etc) - asked if anyone knows of people who could seal the wood? Discussion arose about viability of sealing the wood timbers in the ceiling. No consensus was reached; with some saying it would do little good, even though a few owners have tried.

**X. Executive Session:**

- a. The Board met in closed session from 7:00pm – 7:42pm to discuss resident issues.

**XI. Adjournment:**

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