



**BOARD OF MANAGERS MEETING
NOVEMBER 14, 2007**

I. Call To Order:

- a. The meeting was called to order by Chris Lattimer (President) at 7:08p.m.

II. Roll Call:

- a. Board members: Derek Lane (305), Chris Lattimer (301), Jim Thomas (501), Brian Stankos (513); Ed Kurek (312);
- b. Property Management: Joe Lara (First Properties)
- c. Residents: Jason Wolf (508); Becky Long (704); Tom Kikta (709); Manosh John (701); Robin Raffel (713); Corina Rodriguez (515); Zach Simmons (1B); Claude Hecquet (607); Ruthie Brown (310); Liz Forman (608); Deborah Compagner (510); Sheri Berg (405); Kelli Cappicio (708); Donald Rodell Knight (209);

III. Approval of Minutes:

- a. The meeting minutes of September 17, 2007 were read. A motion was made to approve the minutes of the September 17, 2007 meeting by Brian Stankos; the motion was seconded by 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 elevator continues to malfunction and get stuck on the 1st floor or between floors. Several calls have been placed to property management to address the problem with the elevator. First Properties has dispatched All Types to the property several times to investigate the problem and make repairs.

ACTION TAKEN: The Board has directed First Properties to bring in a second service provider to assess the problem and will request copies of maintenance reports from All Types, the current service provider.

- b. USA Dish: The Board has requested an interpretation from legal counsel to clarify the recent FCC ruling about exclusive cable television service contracts for multi dwelling unit (MDU) properties. The response was that it seems to pertain only to cable, not to satellite providers. The Board will continue to examine options, including soliciting input from Comcast about the situation.



ACTION TAKEN: Jim Thomas and Chris Lattimer will contact Comcast for more information.

VI. New Business:

- a. 2008 Operating Budget: The board did not receive any feedback from owners on the 2008 budget proposal that was distributed after the September meeting. Brian Stankos motioned to accept the budget; Derek Lane seconded. The operating budget for 2008 was unanimously approved.
- b. Web Site & Email Discussion Group: Chris Lattimer reported that the Vanguard Lofts website will be updated and that owners should keep an eye open for new information to be posted soon. It was also decided that the email discussion group (listserv), which is currently run ad hoc by a current owner, should be under the control of the Board. A motion was passed for the Board to take control of the discussion group and supply a standard disclaimer clause for all who participate in the forum. The following was agreed upon after Jim Thomas moved to accept it and Derek Lane seconded.

"The Board will establish an email discussion list for the purpose of sharing information and concerns of unit owners and residents. All owners and residents have a right to access postings from the list. However, it is expected that posters will not engage in spreading false information or inappropriate malicious accusations against other owners or residents. Although non-compliance with this expectation will not bar access to the content of others' post, it could result in temporary suspension of posting privileges."

VII. Sales and Leases:

- a. None.

VIII. Announcements:

- a. Advance Welding is looking at options to repair the north parking lot pedestrian gate, which does not close properly in the summer and winter. Extreme weather conditions seem to cause the metal to expand and contract so the gate will not function properly.
- b. The Board is exploring additional security cameras for the remote north parking lot (one), visitor parking (one), dumpster area (one), mail room (one), and roof door (one).
- c. Dog and bike registration is currently done on the honor system, but a more systematic monitoring of registration process will be pursued for pets and bicycles in 2008.



- d. Tags have been installed above the bicycle hooks in the storage room. The tags are numbered 1 through 72. Each bicycle is to be registered and assigned a hook. Bicycle hooks are on a first come first serve basis. If additional hooks are available, residents will be allowed a second hook on a first come first serve basis.
- e. No bicycle registration tags are needed for the bike racks in the outside parking lot behind the building.
- f. Next quarterly board meeting is tentatively planned for Wednesday, February 6, 2008.

IX. Home Owner Forum:

- a. The floor was opened to owners.
- b. Assessments and how increases are determined was the primary issue of concern. The primary questions are as follows:
 - i. Why do we have increases in assessments and how are they determined?
 - ii. Are we spending money judiciously?
 - iii. How do our assessments compare with those of other buildings of comparable size?
 - iv. Will our assessments ever decrease, or will they increase each year?
 - v. Why did the assessments increase by nine percent for 2008?
 - vi. Will the increase for 2008 prevent special assessments in the near future?

The Board explained the assessment procedure and realized that there should be better communication between the Board and the residents explaining how assessments are determined.

ACTION TAKEN: Robin Raffel and Corina Rodriguez will work together with Joe Lara to collect information from other comparable buildings on what they pay and what they receive in return. The Board will have an FAQ sheet posted on the Association homepage by the next Board meeting Q1 of 2008.

- c. How is maintenance in the building performed?

Julio is the on-site janitor responsible for daily cleaning and related tasks six days a week, several hours each day.



Teddy is the on call maintenance specialist employed by First Properties to address problems as a first line of repair before calling in outside contractors.

- d. There were concerns that mail in the mail room is often left for residents on the shelf by the mailbox rather than in the individual unit mail boxes.

ACTION TAKEN: Because the Board has no access to individual mail boxes, it was suggested that owners place a label inside their mail box with their unit number and mail recipient(s).

The Board will also explore installing better lighting to help the postal carrier and will also assess whether there is the need for a security camera in the mail room.

- e. The Board was asked what actions have been taken to move the bus stop from the east side of Throop & Van Buren to the west side of intersection.

The Board explored this during the summer both with CTA and with our alderman. The Board was told that it was not possible because of pre-existing trees in the parkway on the west side of the intersection; need to replace grass with cement on that corner, and other reasons.

ACTION TAKEN: None.

- f. It was reported that some of the trash chute doors are not closing properly on several of the floors.

ACTION TAKEN: When a maintenance problem like this occurs, it should be reported to First Properties along with notification to the Board. The Board will work with property management to have maintenance repair the trash chute doors.

- g. There was some feeling that some areas of the building are not cleaned as regularly as they should be.

ACTION TAKEN: Chris Lattimer will put together a "maintenance list/schedule" to be given to First Properties to provide a consistent cleaning routine.

- h. Concerns of odors in the trash rooms and common areas were brought to the attention of the Board.

ACTION TAKEN: The Board has discussed this in the past. It would cost about \$2,400 a year for a service to apply foam disinfectant. The Board will explore cheaper ways to clean the trash chute.

X. Executive Session:



a. None.

XI. Adjournment:

a. The meeting was adjourned at 8:45pm.