

Melrose Board Meeting
October 9, 2017

Board Members Present: Shree, Dan, Maya, Ginan, Steve, Nicholas

Agenda

1. Finalize board designations.
2. Follow up on the bed bug issue.
3. Board meeting protocols
4. Scheduling meeting with owners
5. Discuss Waterproofing- finances and contractors

Discussion

1. **Confirmed board positions:** President- Ginan; Vice President- Nicholas; Treasurer- Dan; Secretary- Maya
 - a. Remaining are voting board members.
2. Bed Bugs
 - a. Need to put in place a proactive long term plan. Preferred will manage the communication between owners and exterminator.
 - b. Board would like to consider other exterminator companies who can tackle bed bugs proactively, not reactively, to ensure we have the best support. **Follow up needed here.**
 - c. **Dan** will consult friend in hotel management for insight on how hotels tackle this issue and get any advice.
 - d. **Maya** will compile informational flyer to inform residents of how to prevent spread. To be put under every door.
 - e. **Board votes unanimously** that unit owners will be responsible for both preventative and extermination treatments for bed bugs moving forward. Due to the resurfacing of the issue, the association cannot commit to covering these expenses.
 - f. Exterminator comes every month and participation is very low. Board will pursue addendum mandating allowing access. **Ginan** will consult association attorney to clarify what we are able to mandate.
 - g. We will schedule a meeting with exterminator for all residents to get clarity.
 - h. **Maya** to write an update to keep everyone informed of board decisions and progress on extermination.
3. Protocol for future board meetings: Less email discussions, more conference calls. Ginan can set up calls when needed.
4. Scheduling annual meeting: late January. **Shree** will send an email to schedule it.
5. Waterproofing project

- a. Asbestos test was performed as required by engineer and contractor. Small trace of asbestos was found and must be treated before work begins. **Follow up needed. When will treatment be done? Cost?**
- b. Board reviewed waterproofing project cost breakdown created by Dan based on scope of work in WNY's proposal. Discussed options to be prepared for possibility of negative vote of failure to finance the project. Those options changing the scope of work to prioritize some things that will be most valuable and possible for building to afford. **Ginan** will schedule a call with Tony from Accardo Engineering to allow board members to clarify pending questions about scope of work, and what options we have. A similar meeting already took place recently but most board members were unable to attend.
- c. **Board votes to pursue** additional contractor bids to ensure we identify the right fit for the building. In favor: Shree, Maya, Dan, Nicholas, Steve. Opposed: **Ginan**.
- d. **Shree and Nicholas** will research and collect information from additional local contractors to be presented to the board as options. In the meantime, Kimberly is beginning the loan search process soon.