

**3600 Condominium Association  
Board Meeting Minutes  
September 28, 2023  
6:00 p.m.**

**I. Executive Session**

The Executive session started at 6:00 p.m. Owner issues were discussed. The session ended at 7:00 p.m.

**II. Call to Order**

The Meeting of the 3600 Condominium Association was called to order at 7:00 pm both in person and via video conference. The following Board Members were in attendance.

- Elaine Toscano, President
- Douglas Smith, Vice President
- Kevin Griffin, Treasurer
- Ellen Karp, Secretary
- Fred McAllen, Director
- Lin Bo, Director
- Elba Rodriguez, Director

**III. Open Forum**

The Board held an open forum and asked for questions from the unit owners.

**IV. Approval of the August 21, 2023 Board Meeting Minutes**

**RESOLVED to approve the minutes from the August 21, 2023 Board Meeting.**

Motion made by Douglas Smith, seconded by Elba Rodriguez. Voted on and passed unanimously.

**V. Treasurer's Report**

Kevin Griffin gave an update on the Association's financials for the 8 months year-to-date ending August 31, 2023. Total Operating Income YTD is \$3,424,745 vs. a budget of \$3,617,888. Total Operating Expenses YTD is \$3,500,591 vs. a budget of \$3,611,896.

**VI. Committee Reports**

Lin Bo, Chair of the House & Ground Committee, stated that the Board held a Committee meeting on September 14.

**VII. Management Report**

**New Business**

**1. Partial Rise Replacement in North Tower Crawl Space**

There is a riser linking in the north tower crawl space that leaked into the lobby. Plumbing contractor has to remove approximately 15' of 2 ½" galvanized pipe and replace it with copy pipe as well as remove the old 2 ½ ball valve and install a new valve located in the north tower crawl space.

**Resolved**, to approve the proposal from Weinberg Plumbing to perform the partial rise replacement at a cost of \$5,480.

Motion made by Douglas Smith, seconded by Kevin Griffin. Voted and passed unanimously.

**2. Install VDF Blue Rings on Air Handler**

The motors on the air handling units are burning out prematurely. Installing VDF blue rings will prolong the life of the motors. The VDF Blue Rings control the flow of electricity on the air handling units, which supply all the fresh air in the building.

**Resolved:** to approve the proposal from Hayes Mechanical to install the VDF Blue Rings at a cost of \$4,000.

Motion made by Douglas Smith, seconded by Lin Bo. Voted on and passed unanimously.

**3. South Tower Penthouse Drainpipe Replacement**

There is a cracked drainpipe located at the south tower crawl space.

**Resolved,** to approve the proposal from Weinberg Plumbing Company to install a 10' of cast iron pipe in the south tower mechanical room at a cost of \$2,480.

Motion made by Douglas Smith, seconded by Lin Bo. Voted and passed unanimously.

**4. Carpet Cleaning**

The residential hall carpeting needs to be professionally cleaned.

**Resolved,** to approve the proposal from Phase2 Services to clean all carpeting for a cost of \$5,454.

Motion made by Douglas Smith, seconded by Elba Rodriguez. Voted and passed unanimously.

**5. Engineering Proposal for Plumbing Riser Replacement**

One of the major projects that is contemplated in the loan that was recently procured by the 3600 Association is the replacement of the plumbing risers. Each year the Association expends significant funds on temporary plumbing riser repairs. Other buildings of similar age have moved ahead with replacing this antiquated piping. For example, both 3900 and 3950 LSD have recently replaced their plumbing risers as have many of buildings in Chicago that were built in the 1960's. There are three companies that perform this sort of engineering/design work within the city of Chicago. Elara, who has previously performed work at the property was not invited to bid. Two other firms were asked to submit bids. WT Group and McGuire Engineering. WT Group submitted a bid of \$71,400 for this design and bidding work and McGuire submitted a bid in the amount of \$56,000 for this work. McGuire completed a riser replacement within Alex Wade's portfolio earlier this year and the project went very smoothly. Once the engineer completes their work the project will be bid out to a series of qualified bidders to perform the actual replacement, which will require a second board vote to approve that contract. We expect that the board will be in a position to approve the actual plumber/GC that will be performing the work in about 12 weeks.

**Resolved,** to approve the proposal from McGuire Engineering to design and bid the replacement riser project at a cost of \$56,000.

Motion made by Douglas Smith, seconded by Lin Bo. Voted and passed unanimously.

**6. Engineering Proposal for Boiler Replacement**

The other major project that is contemplated in the loan that was recently procured by the Association is the replacement of the steam boilers and related systems. As discussed previously, the neighboring property completed this work and has since saved hundreds of thousands of dollars a year on gas costs. There are three companies that perform this sort of engineering/design work within the city of Chicago. Elara, who has previously performed work at the property was not invited to bid. Two other firms were asked to submit bids. WT Group and McGuire Engineering. McGuire is a large MEP firm who is familiar with 3600 LSD as they submitted a proposal last year to review the first floor HVAC systems. They have also done several similar boiler replacement and conversion projects. Included within McGuire's proposal is to redesign the current steam boiler system to be converted to a hot water system. This is what the neighboring property did and will result in the gas savings that have been previously discussed. WT did also submit a bid at a cost of \$37,600 however McGuire's proposal includes additional work (redesigning the system, filing for rebates through the utility company etc.), and they have a longer track record performing work within the FirstService portfolio. Once the engineer completes their work the project will be bid out to a series of qualified bidders to perform the actual replacement, which will require a second board vote to approve that contract. We expect that the board will be in a position to approve the actual plumber/GC that will be performing the work in about 11 weeks.

**Resolved**, to approve the proposal from McGuire Engineering to design and bid out the boiler replacement project at a cost of \$42,400.

Motion made by Douglas Smith, seconded by Kevin Griffin. Voted and passed unanimously.

**VIII. Resolutions from the Executive Session**

- a. Resolved to approve the ESA Request for Unit A
- b. Resolved to fine \$1,000 for construction violation to Unit B
- c. Resolved to fine \$150 for leaving front door open violation for Unit C

**IX. Open Forum**

**X. Adjournment**

With no further business, the meeting was adjourned 7:55 p.m.

Respectfully submitted,

Elen Karp  
Board Secretary