

**3600 Condominium Association
Board Meeting Minutes
November 30, 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 7:03 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
- 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 October Board Meeting Minutes

RESOLVED to approve the minutes from the September 28, 2023 Board Meeting.

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

V. Treasurer's Report

Kevin Griffin gave an update on the Association's financials for the 10 months year-to-date ending October 31, 2023. Total Operating Income YTD is \$4,384,948 vs. a budget of \$4,522,360. Total Operating Expenses YTD is \$4,445,548 vs. a budget of \$4,514,872. The unfavorable variance in income is due to a decrease in transfer fees, decrease in garage income, as well as a decrease in internet revenue due to the RCN renegotiation that resulted in a cost savings passed through to ownership.

The Reserve Fund balance as of October 31, 2023, is \$887,812.25. Kevin also reported that usage on the \$20 million loan is currently at \$0.

VI. Adoption of the 2024 Budget

Resolved to adopt the proposed 2024 budget effective January 1, 2024.

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

VII. Adoption of the Parking Rate Increase

The Board discussed the necessity to raise parking rates in 2024, mainly due to increased union dues and salaries for the garage staff, increased city, county and state taxes, and decreased resident parking.

Resolved to approve the proposed parking rate increases for self-park to \$190/month and valet parking to \$200/month effective February 1, 2024.

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

VIII. Committee Reports

Lin Bo, Chair of the House & Ground Committee, stated that the Board is getting quotes for landscaping.

**IX. Management Report
New Business**

1. North Tower Feed Pump for Steam Boiler #3 – Replacement Seals

There is a pump leaking due to needing new seals. Critical HVAC Systems will replace the seals on the Goulds Pump for Steam Boiler #3.

Resolved, to approve the proposal from Critical HVAC Systems to replace the seals on the Goulds Pump for Steam Boiler #3 at a cost of \$2,050.

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

2. Garage Leaking Ball Valve Replacements

There are three leaking ball valves located in the garage that need to be replaced. Weinberg Plumbing will remove two old 2 ½ ball valves and one 1 ¼ ball valve and will install three new valves.

Resolved, to approve the proposal from Weinberg Plumbing to install three new valves at a cost of \$2,870.

Motion made by Douglas Smith, seconded by Ellen Karp. Voted on and passed unanimously.

3. Replace Glycol Pump Motor in North Tower Mechanical Room –

The glycol pump motor in the North Tower mechanical room is burning out and needs to be replaced. Critical HVAC Systems will replace the glycol pump motor.

Resolved, to approve the proposal from Critical HVAC Systems to replace the glycol pump motor at a cost of \$3,750.

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

4. North Tower Mixing Valve Repair

The mixing valve in the North Tower cannot sustain the water pressure and is not opening when it is supposed to pull hot and cold water and mix it to the set temperature. Hayes Mechanical will repair the north Tower mixing valve.

Resolved, to approve the proposal from Hayes Mechanical to repair the North Tower mixing valve at a cost of \$5,006.

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

5. Combined BAS Controls for New Pumps

Delta Building Technologies proposed to add the new pumps, the chillers and make-up air units for the residential hallways to the BAS system. The old pumps were on the BAS system and the new pumps need to be added because the BAS Controls will control the pumps to regulate the temperature automatically.

Resolved, to approve the proposal from Delta Building Technologies to install the controls on the new pumps and add them to the BAS system at a cost of \$23,537.

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

6. North Tower Main Electrical Panel Replacement

The main electrical box located in the North Tower basement that controls the mechanicals and fire panel needs to be replaced as the condition of the current panel is a code violation and fire hazard.

Resolved, to approve the proposal from Ryan Electrical Services, Inc., to replace the main electrical panel located in the North Tower at a cost of \$5,800

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

7. Lead Paint Abatement on Ductwork

The lead paint on the ductwork located in the back hallway is chipping and needs to be abated. Belvedere Construction Group to perform the lead paint abatement on the ductwork located in the back hallway.

Resolved, to approve the proposal from Belvedere Construction Group to perform the lead paint abatement on the ductwork located in the back hallway at a cost of \$7,800.

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

8. Fire Life Safety Jockey Pump and Controller Replacement

There was an emergency leak from the jockey pump connected to the fire pump. The jockey pump and controller need to be replaced by Fox Valley Fire and Safety.

Resolved, to approve the proposal from Fox Valley Fire and Safety to replace the jockey pump and controller at a cost of \$7,920.

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

9. Fire Hydrant Outside & South Tower Sprinkler

The control valve in the South Tower standpipe is broken and the check valve on the fire hydrant located on the building in the alley off Addison is leaking. Fox Valley Fire and Safety will replace the control valve in the South Tower standpipe and the leaking check valve on the fire hydrant.

Resolved, to approve the proposal from Fox Valley Fire and Safety to replace the control valve in the South Tower standpipe and the leaking check valve on the fire hydrant located on the building in the alley off Addison at a cost of \$13,217.81.

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

10. North Tower Laundry Room Pipe Repair

There is a cracked and leaking 5" kitchen line pipe that runs through the laundry room that needs to be repaired.

Resolved, to approve the proposal from Weinberg Plumbing to replace 10 ft of 5" cast iron pipe located in the North Tower laundry room at a cost of \$3,300.

Motion made by Douglas Smith, seconded by Ellen Karp. Voted and passed unanimously.

11. Pipe Leaks in South Tower Storage and Garage Area

There are multiple leaks in the pipe located in the South Tower storage area on the mezzanine level and in the garage area on the same level that needs to be repaired.

Resolved, to approve the proposal from Weinberg Plumbing to replace 20 ft of 5" cast iron pipe located in the South Tower storage area on the mezzanine level and in the garage area on the same level at a cost of \$3,300.

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

12. Asbestos Abatement on Pipes and Drains

Asbestos abatement is needed in the 2nd floor garage and in the basement on pipes and drains.

Resolved, to approve the proposal from EHC Industries to perform the asbestos abatement in the 2nd floor garage and in the basement on pipes and drains at a cost of \$3,450.

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

13. HOH Water Technology Treatment Contract

HOH Water Technology will perform the water treatment program on the HVAC systems that will include monitoring the water treatment chemicals in the systems and will provide a monthly report.

Resolved, to approve the proposal from HOH Water Technology to perform the water treatment program on the HVAC systems that will include monitoring the water treatment chemicals in the systems and will provide a monthly report at a cost of \$11,060 billed monthly at \$790/month from 11/2023 to 12/2024.]

Motion made by Douglas Smith, seconded by Ellen Karp. Voted and passed unanimously

14. Suburban Elevator Contract

Suburban Elevator will perform the elevator maintenance program on all eight elevators that will include: preventive services, call back services inspection and testing services repair and/or direct replacement component renewal procedures and housekeeping.

Resolved, to approve the proposal from Suburban Elevator to perform the elevator maintenance program on all eight elevators at a total cost of \$54,720 billed monthly at a \$4,560/month from 1/2024 – 12/2024.

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

15. VDA Elevator Maintenance Monitoring Contract

VDA to perform the elevator maintenance monitoring that will include:

- I. Quarterly maintenance, management and monitoring oversight services of the current elevator maintenance contract, including a walk-through of each elevator, to ensure performance criteria are being provided and contract fulfillment is being met.
- II. Attend one (1) service meeting per quarter with the Client and Contractor to review contract compliance and any existing work items.
- III. Review maintenance contract performance criteria to ensure contractor is meeting requirements and fulfilling contractual obligations and provide Client with a report outlining performance and/or deficiencies.

- IV. Access contractor's EMS system and monitor callbacks, repair status and elevator up-time.
- V. Review/inspect all major maintenance repairs performed by the Contractor each quarter.

Resolved, to approve the proposal from VDA to perform the elevator maintenance monitoring at a cost of \$6,000 p/y from 01/2024 – 12/2027.

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

Resolutions from the Executive Session

Resolved to fine \$250 for improper disposal of items left in the residential hallway.

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

Open Forum

Questions were taken by unit owners.

Adjournment

With no further business, the meeting was adjourned 8:15 p.m.

Respectfully submitted,

Elen Karp
Board Secretary