

**3600 Condominium Association  
Board Meeting Minutes  
September 28, 2022  
6:15 p.m.**

**I. Executive Session**

Executive session started at 6:15 p.m. Discussed owner issues, garage issues, and ESA issues. Meeting ended at 7:00 p.m.

**II. Call to Order**

A meeting of the Board of Directors of the 3600 Condominium Association was held at 7:00 PM via video conference on September 28, 2022. 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. Approval of the August 24, 2022 Board Meeting Minutes**

**RESOLVED, to approve the minutes from the August 24, 2022, Board Meeting**

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

**IV. Reserve Advisors Presentation**

Christopher DeWall from Reserve Advisors reviewed the Association's Reserve Study and took questions from the Board.

**V. Treasurer's Report**

Kevin Griffin gave an update on the Association's financials as of the eight months year-to-date, August 30, 2022. No reserve contributions were made due to the pay-down of the hallway project.

**VI. Hayes Mechanical – Chris Rasch**

Chris Rasch and Will Rivera presented a list of mechanical repairs and replacements that are required within the next few months. Both described each part and repair in detail for the Board to review and approve.

**VII. Committee Reports**

**House & Grounds:** A House & Grounds Committee Meeting was scheduled for early September, 2022. Projects discussed at the meeting included the rooftop planters, unit owner surveys, power washing the front driveway, and freight elevator foyer.

**Orientation Committee/Rules & Regulations Committee:** Douglas Smith led the September orientation. A Rules and Regulations meeting will be scheduled in the coming weeks.

**Social Committee:** Ellen Karp stated suggested holding a holiday champagne party in the lobby.

**Hallways Committee:** The contractors is address a punch list now that the carpeting is installed. A discussion regarding affixing the unit numbers was discussed.

**VIII. Management Report**  
**New Business**

**1. Purchase Equipment for Hybrid Board Meetings**

**Resolved**, to approve up to \$300 for one of the two options of a conference microphone for hybrid board meetings; Anker or Innotrik Bluetooth conference speakers.

Douglas Smith moved, Elba Rodriguez seconded, and the Board voted unanimously.

**2. Hayes Mechanical – North Tower, Repair Boiler Feed Water Tank Water Level Control**

**Resolved**, to approve the Hayes Mechanical proposal for the North Tower to repair the boiler feed water tank water level control for \$2,880. (Operating Account)

Douglas Smith moved, Lin Bo seconded, and the Board voted unanimously.

**3. Hayes Mechanical – North Tower - #1 Boiler, Refractory Repairs - \$9,915.00**

**Resolved**, to approve the Hayes Mechanical proposal to make refractory repairs to the #1 boiler in the North Tower Mechanical Room #1 Boiler for a cost of \$9,915.00. (Operating Account)

Douglas Smith moved, Ellen Karp seconded, and the Board voted unanimously.

**4. Hayes Mechanical – North Tower, Replace (1) 6” 3-Way Control Valve/Actuator - \$19,800.00**

**Resolved**, to approve the Hayes Mechanical proposal to replace (1) 6” 3-way control valve/actuator in the North Tower for a cost of \$19,800.00. (Reserve Account)

Douglas Smith moved, Lin Bo seconded, and the Board voted unanimously.

**5. Hayes Mechanical – South Tower, Replace 3 Hot Water Circulating Pumps, 1<sup>st</sup> Floor Mechanical Room – Asbestos Abatement Not Included - \$23,960.00**

**Resolved**, to approve the Hayes Mechanical proposal to replace 3 Bell & Gossett hot water circulating pumps that serve the South Tower heating system in the 1<sup>st</sup> floor mechanical room for a cost of \$23,960.00. (Reserve Account)

Douglas Smith moved, Elaine Toscano seconded, and the Board voted unanimously.

**6. Alliance Environmental – South Tower, Asbestos Abatement for Pipes and Elbow Joints - \$11,780.00**

**Resolved**, to approve the Alliance Environmental proposal to remove and dispose of Asbestos from pipe insulation in various areas of the South Tower Mezzanine (TV Room) and the Garage in preparation of plumbing repairs for a cost of \$11,780.00. (Operating Account)

Douglas Smith moved, Lin Bo seconded, and the Board voted unanimously.

7. **Hayes Mechanical – North Tower, Replace 1½” 3-Way Control Valve & Isolation Valves - \$3,880.00**

**Resolved**, to approve the Hayes Mechanical proposal to replace 1½” 3-way control valve and isolation valves in the North Tower for a cost of \$3,880.00. (Reserve Account)

8. **Hayes Mechanical – South Tower, Replace (3) 2-Way Steam Control Valves & Actuators - \$24,940.00**

**Resolved**, to approve the Hayes Mechanical proposal to replace (1) 4” 2 way steam control valves and actuators located on the steam supply line to hot water heat exchanger in the South Tower Basement for a cost of \$24,940 (Reserve Account)

Douglas Smith moved, Ellen Karp seconded, and the Board voted unanimously.

9. **Hayes Mechanical – South Tower, Replace 2 Circuit Boards on North Arctic Chiller - \$2,730.00**

The Board voted to **table** the Hayes Mechanical proposal to replace (2) circuit boards in the North Arctic Chiller in the South Tower for a cost of \$2,730.00. (Reserve Account)

10. **Hayes Mechanical – South Tower, Replace Heat Exchanger in Basement - \$164,860.0**

**Resolved**, to approve to replace the original heat exchanger located in the South Tower Basement for a cost not to exceed \$164,860.00. (Reserve Account)

11. **Hayes Mechanical – Repair Mezzanine Crawl Space Heat in the following areas for the respective amounts:**

- **South Tower - \$7,680.00**
- **North Tower - \$18,880.00**
- **Perform Both for a Savings - \$25,000.00**

**Resolved**, to approve the Hayes Mechanical proposal to repair the North and South Tower Mezzanine Crawl Space Heat for a cost of \$25,000.00. (Reserve Account)

Douglas Smith moved, Lin Bo seconded, and the Board voted unanimously.

12. **Hayes Mechanical – Replace 20 Horsepower Heating Pump Motor Starter at a cost of \$3,960**

**Resolved** to approve the Hayes proposal to replace a 20 horsepower heating pump starter at a cost of \$3,960 (operating account)

Douglas Smith moved, Ellen Karp seconded, and the Board voted unanimously.

**Work in Progress**

Marcy Teter updated the board on the work in progress on the following items:

- Hallway Decorating – Completed – Walk Through & Touch Ups - Signage
- Fire Pump Electrical Re-Wiring
- My Net Security – Security Doors – Fob Reader Connection
- Limited Interior Repairs – KGH and W.J. McGuire

- Drywall Repairs Following Façade Repairs
- Package Lockers – Waiting on Additional Information

**Completed Items**

Marcy Teter updated the Board on the Engineers Report for the month of August 6 through September 22 which is made part of these minutes.

**Informational Items/Discussion Items**

A discussion ensued regarding the refurbishing of the basement foyer floors. Marcy stated that Maintenance is mopping the floors twice daily but because the tile is so deteriorated, they can no longer be cleaned. Marcy stated she will make sure to have photos with timestamps. Further discussion will ensue regarding this project.

**IX. Revised 22.1 Disclosure Form**

**Resolved**, to approve the 22.1 Disclosure as presented in the September 28th, 2022 Management Report. Douglas Smith moved, Ellen Karp seconded, and the Board voted unanimously.

**X. Adjournment**

With no further business, Elaine Toscano called for a motion to adjourn the meeting at 9:30 p.m.

Respectfully submitted,

  
Ellen Karp  
Board Secretary