

Granita Condominium Owners Association
Board Meeting Approved
January 20, 2022
(via Zoom)

Call the meeting to order at 4:00 PM MT

Roll call and determination of a quorum

The following board members were present:

Albert Roer
Dan Witkowski
Michael Gray
All board members were present for a quorum.

Others in attendance:
Paul Devoe- Unit 301
Anita Cody- HOA Manager

Meeting minutes from December 29, 2021 were approved as presented by Dan, Mike second the motion and all were in favor.

1) Old Business:

- a. Maintenance issues—exterior door still doesn't lock. Cabinet heater in the stairwell is not working and needs to be addressed. Anita will reach out to Mr Lock on the doors and Sol with Advanced Hydronics on the heater.
- b. Review of the YE 2021 Financials—Notes-- Was a tax return done? The fire inspection was not done in 2021. Need to stay on top of accounts receivables. Window washing was done twice, but the payment was not sent in 2021.
- c. Facilities:
 - Dan requested an outline of projects that need to be addressed for the building.
 - That list will then be used to prioritize the projects at a noticed meeting.
 - Use the reserve study to create a list—commercial bathrooms, roof repairs, staining of wood, metal railings painted.
 - These are the 3 items that are first on the list to repair:
 - ❖ Replace toilets in commercial bathrooms with something that actually flushes
 - ❖ Heater in hallway
 - ❖ Entry doors close and lock properly.
- d. Management contract-- there are several edits in the contract that need to be made to give more latitude to management so items can be addressed for the building without going to the board each time. Albert will work with Anita on this to resubmit to the board for review.

- e. Miscellaneous- Paul inquired about keys for the doors in the hallways and entry if there is a power outage and the elevator is not working. Anita and Albert will work with Paul to find an area for a lockbox to stash a key. He also inquired about the HOA storage room and what was stored there –the items are extra roof tiles, ladders and supplies for the HOA. Paul also asked if coded locks could be installed on each door in the stairwells that access the individual floors. Dan noted that the proper locks that meet code run about \$1500 each and this could be added to the CAPEX study. The doors are locked for security purposes.
- f. Trash-- Anita will reach out to Waste Management on trash pickup and what the cost would be for increasing pickup days or adding another tote during the high seasons of occupancy.

Meeting adjourned at 5:00 PM MT

Minutes submitted by Anita Cody

Approved at May 12, 2022 Board meeting