

**Center & Park
Board Meeting Minutes
November 15, 2023**

I. Financial

- A. Report
To be issued later in the month
- B. Collections
One tenant one month past due
- C. Reserve transfer to Vanguard
\$10,000 will be left in operating account and remainder will be transferred to Vanguard.

II. Business

- A. Brick repair
Brick repair to planters and crawlspace entrances has been completed.
- B. Landscape
Fall clean up has been completed and window washing will occur.
- C. No trespassing signs
Installed to deter homeless on property, as recommended by Englewood police.
- D. Fire inspection
Fire inspection has been completed with some minor deficiencies noted. 5 year internal inspection recommended, however, it is not due for two more years. Requesting report to be revised.
- E. Snow removal
Specifications reviewed.

- F. Topics to include in email
An email to owners will be issued addressing recommended insurance coverage, homelessness, locking of 925 mail room door and contact information for LED upgrade.
- G. Roof inspections
Completed and reports will be issued with repair recommendations.
- H. Screens on 925 W. Kenyon Avenue
Unit 1 and upstairs units have screens that need repaired. To be completed in 2024.
- I. Other Business
It was agreed that lot sweeping should occur two times per year.

Painting of the garage doors at 925 W. Kenyon Avenue should be pursued in the new year. It is recommended that they are media blasted and primed prior to painting.