

**Center & Park
Board Meeting Minutes
February 14, 2024**

I. Financial

- A. Report and 2023 budget variance explanation
Updated reserve spreadsheet
The budget variance explanation for 2023 was reviewed.
- B. Collections
Two tenants were past due. One recently paid in full and the other issued a check that was returned NSF.
- C. Reserve transfer to Vanguard
Funds were transferred to Vanguard to capitalize on interest available.
- D. 1099s and tax return
1099s were issued and accountant is working on tax returns.

II. Business

- A. Snow removal
No issues with snow removal.
- B. Insurance
Deductible buy down options were presented and limits on loss assessment coverage were discussed. Board does not want to pursue deductible buy down and will continue to save money for possible wind/hail deductible.
- B. Roof maintenance
Completed.
- C. 925 W. Kenyon Avenue
Mailbox area – paint and carpet, mailboxes, window/door
The gasket around the window was repaired. Mailboxes and door are in fine condition. Bids for paint and carpet being obtained.
- D. HVAC filters

HVAC filters will be changed out in February. It was recommended that we try to change out filters in warmer months – March and October.

E. Paint

The manufactures' coating on the garage doors at 925 W. Kenyon Avenue is failing. Painters will be contacted regarding more durable paint options. There are two areas where window sills need touch up. This will be addressed when garage doors are painted. Painting of all window sills and door frames has been pushed back as it is not necessary at this time.

F. Tree trimming

Shaver Tree will be contacted for a bid to prune trees.

G. Mansard wall repairs

The loose ribs on the mansard walls will be repaired. Expense is budgeted in reserves for 2024.

H. Annual meeting

May 1, 2024

Disclosures and discussion at the meeting to include wind/hail insurance deductible.