

### 11/5/24 Property Managers report

#### Action Items from 10/1/24

1. What in the consequences if BOD does not perform the reserve study & SIRS. **Done. Email sent to the BOD on 10/12/24.**
2. Prepare a notice to all residents and owners in regard to the dangers of storing ebikes and scooters inside the unit. **Bill M/Jackie. Done.**
3. Email JK information regarding fiber optic services. **Done 10/12/24.**
4. Let BOD know when the comcast contract ends. **Email sent to BOD on 10/14/24 Contract automatically renews on 1/1/2025 for another 5 years unless termination notification is sent 60 days in advance.**
5. Unit 602B - resend letter date 8/1/24 for Illegal occupant via certified letter. – **Jackie. Done**

#### Action items from 9/3/24

1. Ask attorney for their thoughts on how to handle the storing and charging of batteries of ebikes. Bill M. Done.
2. Copy of roof Contract to given Jackie to provide to the bank as a requirement for the loan application. **Done**
3. Unit 602B & 607 – send to attorney. Ask attorney if a retainer is required. Bill M. See email response from attorney dated 9/9/24. **Done.**
4. Unit 602B & 607 Add \$1000.00 fine to their ledgers. Done

#### **Action items from and since the 8/6/24 BOD meeting are as follows:**

1. New Towing company - will call to solicit a service agreement. **JK. Capitol towing. Done.**
2. Unit 618 - in arrears. Call unit owner. **Per JK on 9/3/24. Will be sending payment. JK will continue to monitor with the owner's son.**
3. Purchase no soliciting signs for the building – **JK. Work in progress**

#### Pending Action items from 7/2/24.

1. Solicit proposals to install surveillance cameras in the laundry & trash rooms - JK has 5 small cameras that may satisfy the need. Continues to be work in progress. A New DVR being purchased. Technician currently in the hospital. **Continues to be work in progress. Will be completed next week.**
2. Checking of Smoke detectors to be planned - **JK. Continues to be work in progress. Some have been done.**
4. Exit signs – JK has new ones in the office. **Work in progress. Will be by tomorrow 10/2/24.**
5. The sprinkler timer requires replacement. **Work in progress**
6. New roof – apply for loan. **Work in progress**
- 7 JK to solicit reserve study. **Work in progress**