

Special Board Meeting

June 20, 2016

The meeting was called to order at 6:31 P.M. By President Rich Melford. A quorum was noted with Rich Melford, Vice President Art Ferguson, Treasurer Dixie Elwell and Directors Mary Bielinski, Margaret Brown and Rochelle Schulman being present. Secretary Connie Conway was absent.

The reading of the minutes, the Treasurers report and the Presidents report were dispensed with. Mr. John Donnelly, of Donnelly and Associates, Inc., an elevator consultant, was introduced.

Old Business

Mailbox replacement – Ms. Elwell discussed the quotes she received to replace the mailboxes in both buildings. The installation would be handled in-house. Ms. Elwell explained that the new boxes would have the same configuration as the current ones and are available in different colors. On a motion by Ms Schulman seconded by Mr. Ferguson the project was proposed to the Board with a budget not to exceed \$6,000. The motion passed.

Elevator Upgrade – Mr. Lee Flanagan discussed his meetings with the various vendors. He used the “request for proposal” prepared by Mr. Donnelly to insure that any bids were consistent with the same specifications. The low bidder was Anderson elevator with a bid of \$273,000 excluding cab interiors. In addition Anderson offered terms which will allow us to spread the amount over 2 years. Also the ongoing maintenance contract was reduced to \$7,500 per year, a \$1,440 reduction from our current contract. Lee also said that Anderson would include work to bring our elevator pits into compliance in their bid price.

Mr John Donnelly gave his credentials as an elevator consultant, over 40 years in the business, and went over the scope of the project. The equipment being installed will be state of the art and non proprietary which does not obligate us to use any one brand of parts or service company. John went over the timing of the project which will be accomplished by working an 2 elevators, one in each building, simultaneously. It is anticipated that the project will take 8 to 10 weeks to complete. The interior of the cabs will be the final step of the project and should take 2 days per cab. Mr. Donnelly answered homeowners questions and concerns.

A motion was made by Ms Elwell, seconded by Ms. Brown, to accept the elevator replacement project bid by Anderson Elevator with a budget of \$325,000 which includes \$47,800 for the cab interiors. The project was approved.

On a motion by Dixie Elwell, seconded by Margaret Brown the meeting was adjourned at 7:00 P.M.

Respectfully Submitted by
Richard Melford, President