



**No 25 Downing Condominium Association, Inc.
Board of Directors Meeting Minutes
September 24, 2025**

Call to Order

A quorum was established and the meeting was called to order at 5:32 pm. The Board members in attendance were Buck Steed, Richard Berkman, Ted Stolberg, Joanna Hedden and Fred DiFillipo. Representing East West Urban Management were Brandon Fries, and Jodi Fitzgerald.

Consent Agenda

June 25th Board meeting minutes - The Board reviewed the Minutes from the June 25, 2025, Board of Directors meeting.

Motion: A motion was made by Fred DiFillipo to approve the June 25, 2025, Board of Directors Minutes, seconded by Richard Berkman. All in favor. The Minutes are approved.

YoLink System Update - Jodi reported that the YoLink system has been fully installed by S&S Construction. A copy of the Water Leak Prevention Policy was distributed to all residents via email prior to the meeting and it will be posted to the No. 25 Downing website, in addition to the "How to YoLink - Guide to Leak Detection" and "Sensor and Valve Instructions".

Upper Hallway Painting and Carpet Project - Jodi reported that Building Two painting is completed and that floors 2 & 3 have been completed in Building One. Work continues on floors 4 thru 10 with anticipated completion by end of the year. It takes about two (2) weeks for painting of each floor. Once painting is completed, new carpet will be installed.

Building Engineer Status - An engineer was hired who did not work out so the search continues.

Fitness Center Project - Fred reported on the owner's survey that went out to all residents requesting what changes they would like to see to the fitness center. The results of that survey were used in the planning process. A diagram of the fitness room with the new equipment was shown and Fred explained why the choices were made and the brand and company that will be doing the upgrade. The small size of the room did prove to be challenging but Fitness Gallery was able to provide a workable plan for the area. The project stayed within budget and there is no special assessment for this project. Consideration is being given to the better ventilation and air management of the room. Once installed, equipment training sessions will take place that will be filmed for future use. Ample notice will be

given for installation date. Fred indicated the updated fitness center will add to the marketability of the building when owners are looking to sell a unit.

East West Management Report - Brandon reported on the following:

- **Budget 2026** - The first draft will be provided to the Board by the end of the week. Brandon asked that owners watch their mail for a hard copy that will be mailed soon and will be voted on at the Annual meeting scheduled for December 10th.
- **Balconies** - The coating has been completed on all balcony railing and floors. If there is custom tile or brick on the balcony floor, the board may unit owners to have the floor resealed and caulked.
- **Building HVAC PM (In Unit)** - King Mechanical completed this work and plans for the service schedule for 2026 to take place April - July. Don't forget to check your filters often.
- **Fire Alarm Testing** - Integrity Fire completed the testing in August with some small deficiencies that will easily be taken care of.
- **Annual City Fire Inspection** - DFD inspection took place in June/July with two (2) deficiencies which were that a fire extinguisher needs to be near the outdoor grill (one is now underneath the grill) and there were 20 pound gas tanks on the balconies. Only 1 pound tanks are permitted. Please make arrangements to only use 1 pound tanks as the Association could get fined for this.
- **Pigeon devices** - Anti pigeon devices have been installed on ledges above two balconies. They seem to be effective but we will continue monitoring.
- **Parking** - Signs have been ordered for the south lot and will check to see if any are needed for the north lot.
- **Landscape** - SLC will be removing the dead Linden tree in the alley area.
- **Privets Shrubs**- 90 privets in front of both buildings will be replaced in 2026.
- **Front Gate (right side)** - Getting proposals for repair.
- **Stucco Repairs** - small repairs will be taken care of immediately. Also getting bids for the woodpecker damage.
- **Window Cleaning** - completed
- **Pressure Washing Garage** - completed
- **Garage drain cleaning** - completed
- **Fountain** - winterize in the next couple weeks.
- **Balcony lights** - Balcony lights will be replaced to prevent the birds from nesting on them.

August 2025 Financials - Ted reported that there is only one area of concern and that is that building maintenance is significantly over budget and it has been determined that is due to not having a Building Engineer for the past five months. All the maintenance is going out to contractors which is more expensive and has reduced the ability to fund the reserve.

Motion: A motion was made by Ted Stolberg to approve the August HOA financials and seconded by Richard Berkman. All in favor. The August 2025 financials are approved. Brandon was asked to look for cost savings.

Harassment and Code of Conduct Policy - Buck and Brandon reported the reasons for having this policy in place. The Association's legal counsel indicated this policy is becoming industry practice. A copy will be sent out to all the owners.

Motion: A motion was made by Richard Berkman and seconded by Fred DiFillipo to approve the Harassment and Code of Conduct Policy. All in favor. The policy is approved. A copy of the approved policy will be sent to all owners and posted to the HOA website.

Management/Board/Owner Roles & Responsibilities - Brandon explained the structures and the duties of each entity.

Future Projects:

- Front hedge replacement
- Stucco repairs
- Pigeon and woodpecker deterrents

Homeowner Forum

Phyllis expressed concern about the courtyard tiles. It was noted that courtyard tile will be repaired and releveled in 2026. Linda Houser requested that consideration be given to making future meetings a little later to allow more time for owners to get home from work.

Adjournment

With no further business to discuss the meeting was adjourned at 6:47 pm.

Next BOD Meeting: December 10th, 5:00pm