



LINCOLN APARTMENTS, LLC. BOARD OF MANAGERS

DATE: June 26, 2023
TIME: 6:30 PM
PLACE: Remote Meeting via Zoom

Board Members Present: Matt Dillis, Chair
Steven Spall, Vice Chair
Sheila O'Neill
Elizabeth Cullen
Ben Jarvis

Board Members Not Present: Steven Spall, Vice Chair

Corcoran Management: Craig Chisholm

Architect: Mark Coughlin AIA

Staff Present: Jennifer Oram, Donna Thompson, Land Use & Development

Call to Order

At 6:34 Matt Dillis called the meeting to order and read the Open Meeting Law Statement.

Approve Minutes – May 1, 2023

MOTION: E. Cullen **moved to approve meeting minute May 1, 2023**
SECONDED: B. Jarvis
ROLL CALL VOTE: M. Dillis, aye; E. Cullen, aye; B. Jarvis, aye; S. O'Neil, aye.
4-0 MOTION CARRIES

Approve Minutes – May 22, 2023

MOTION: E. Cullen **moved to approve meeting minutes May 22, 2023**
SECONDED: B. Jarvis
ROLL CALL VOTE: M. Dillis, aye; E. Cullen, aye; B. Jarvis, aye; S. O'Neil, aye.
4-0 MOTION CARRIES

Property Management Report

Craig Chisholm, Corcoran Management, reported the following:

- Reviewed financial report. No changes year to date from last month's update.
- Discussion about possible residences services coordinator position. Already have a person in mind, Sheila, who currently works for Corcoran. She is available all day Tuesdays and would work one day a week; cost \$250/week.
- Corcoran uses **Rent Café website** for residents, who have asked to be able to submit rental payments via credit cards on the website. This has to be approved by BOM before liaison at Rent Café will enable credit card payments for rent.

BOM asked for details about specifics for possible residences services coordinator position for next meeting; will make a decision at next meeting.

BOM asked for more details about submitting rental payments via Rent Café, including costs to residents for using service, for the next meeting.

Window project update

Mark Coughlin reported the following:

- Window limiter prototype should be done by week of 7/3/23; will coordinate installation.
- Installation of limiters should take one hour for each unit.
- Proposed change order for removing and installing drywall in stairways; also final reimbursement for windows testing; will approve as soon as we have the details regarding the timeline for completion.
- Informed Vareika that substantial completion will not be submitted until limiters are installed.
- Retainage, 5%, is held back until final punch list is complete; approximately \$64,000.

Status of Project update:

Jennifer Oram reported the following:

- One limiter prototype was constructed and then will be installed; if it works, they will need to manufacture and install 88 more; this will take about 90 days.
- Need a timeline for anticipated timeline for completion and installation of limiters.

Mark Coughlin left the meeting at 7:01 pm.

Update on LSA Building Reviews:

Jennifer Oram reported the following:

- Windows will be reviewed this week for possible issue
- Resident surveys returned; will be cross referenced against data from
- Allied Consulting Engineers to perform HVAC review; cost not to exceed \$6,000.

Vote to approve contract with Allied Consulting Engineers to perform HVAC review, not to exceed \$6,000.

MOTION: contract with Allied Consulting Engineers to perform HVAC review, not to exceed \$6,000.

SECONDED: B. Jarvis

ROLL CALL VOTE: M. Dillis, aye; B. Jarvis, aye; S. O'Neil, aye; E. Cullen, aye.

4-0 MOTION CARRIES

Vote to approve payment of \$3,708.75 for Code and Project Peer Review for Window Project

No vote taken. Project in the amount of \$3,708.75- not approving as is over our budgeted amount.

Public Comment

1. Lonnie was in attendance. She asked about posting of meeting minutes to website; J. Oram replied that the department had been short staffed and approved minutes would be posted tomorrow.

Administrative

Next Meeting is Monday, July 31, 2023

Adjournment

MOTION: S. O'Neil **moved to adjourn the meeting at 7:08 pm**

SECONDED: B. Jarvis

ROLL CALL VOTE: M. Dillis, aye; B. Jarvis, aye; S. O'Neil, aye; E. Cullen, aye.

4-0 MOTION CARRIES

Meeting Documents

- Agenda 6-26-23
- 5-01-23 minutes
- 5-22-23 minutes
- BEA Wrentham
- Roof Inspection Report
- YES- Electrician Bill