

I hope everyone had a very Happy Thanksgiving and found many reasons to celebrate the day and the blessings each of us have in our families and loved ones. It is important to build memories that we will always have to cherish, even when the ones we love are missing from the table, their spirit and love will always be with us.

It is exciting to report that the renovations on the buildings at CSN have begun. You will see some of the first steps in the process in attached pictures to this Newsletter. Again, I want to thank Tim Keys and Mike Colatruglio for the time and energy they have committed to this project. They are on site every day working with contractors and Ben Kluding to ensure all goes well.

Below is the summary from the November 16, 2022 Zoom Board Meeting:

Sheila welcomed all to the meeting and mentioned that a letter and mass email will be sent to all owners with the January 15th assessment invoice. Within the letter is mentioned windows and doors that are found to be rotted or severe structural damage will be required to be replaced by owners. Ben Kluding did a walkthrough with Tim Keys and verified the importance of replacing damaged windows and/or doors and the best pricing will be available at the time the buildings will be renovated.

**Building Renovations Update:** Ben Kluding confirmed that within the next 10 days all materials ordered thus far should be received. Kluding has cleaned inside Primose Hall for the storing of building materials. Diamond Kote will be on campus Tuesday, November 22nd to talk through their approaches and recommendations for the installation of the siding. Kluding will work on the south set of garages first. This will enable Kluding to get a good handle of how to proceed without the need for ladders, etc. No walls will be exposed and all contents of garages kept safe. Ben was told which parking spaces would be best for Kluding to park in over the winter months. Tim and Mike confirmed that the garages will have only the shake siding.

Kevin Quinn asked if there would be an independent inspector at times during the renovation process. Mike explained that in the contract it states that an independent inspector will be optional and brought in if there is a need.

Beth suggested that there be a way for owners to confirm their preferences of windows, doors, front doors and dog gates with Ben to be sure that all expectation are to be met. At the December 14th meeting, new light fixture possibilities will be presented.

**Financials:** November financial figures not available at time of Board Meeting. Tim mentioned that he and Earl are discussing some changes on how the Reserve Fund monies should be reported on the financials. Tim wants the Reserve Fund account to be clearly identified as Reserve funds and not have “co-mingling” of funds. This will be further discussed with Earl and reported on at the December Board Meeting.

Sheila confirmed that any invoice being paid regarding the Renovation Project should be signed off by both Tim and Mike, with Tim signing the check.

**New Business:** Sheila thanked Tim and Mike for all of their efforts on putting together the contracts. She felt that the final call with Nick at Kaman & Cusimano confirmed that all needed had been accomplished and that it was exciting to know that the construction could begin now that the contracts have been signed.

The Schill Landscaping contract was discussed and the Board received a copy of the contract. The contract will be discussed at the December Board meeting, so that the contract can be finalized and signed by December 31, 2022.

Also, Ley Management Contract was reviewed. Earl is requested a raise this year. The Board will discuss this further at the December Board meeting and a better system for evaluating performance to tie with salary and performance increases.

**Committee Reports:** Landscaping: Schill has done a great job preparing the areas around Buildings 1 and 4, as they are the first buildings to be renovated. They will finish up with the fall cleanup this week.

Insurance: Kevin has secured the addition of theft protection for the Renovation Project. It will cost an extra \$1250, which will be prorated as materials on site decline. This will be paid out of Reserve account.

The next Board meeting will be December 14, 2022.

Respectfully submitted,      Beth Veres

**REMINDER TO ALL OWNERS:** Please be sure if you visit your condo through the winter months, when you leave that your water is shut off and your thermostat is set at no lower than 60 degrees. Ley Management will begin the checks in each of the condos as the weather stays below freezing and snow begins to fall.

#### CSN BUILDING RESTORATION PROJECT UPDATE – NOV 2022

Materials are beginning to flow inbound including OSB and building wrap. Diamond Kote representatives visited our site on day one to help kick off the installation procedure which included:

- Demolition of current siding
- Installation of OSB
- Installation of vapor barriers

Below shows a few pics in the sequence of installation:





Please know the entire Board of Trustees wishes all of you and your families a very Merry and Blessed Christmas Holiday and the very best in the coming New Year.

