



LINCOLN APARTMENTS, LLC. BOARD OF MANAGERS

DATE: January 23, 2023
TIME: 6:30 PM
PLACE: Remote Meeting via Zoom

Board Members Present: Matt Dillis, Chair
Steven Spall, Vice Chair
Ben Jarvis

Corcoran Management: Craig Chisholm

Architect: Mark Coughlin AIA

Staff Present: Jennifer Oram, Eleanor MacKay of Land Use & Development

Call to Order

At 6:33 Matt Dillis called the meeting to order and read the Open Meeting Law Statement.

Approve Minutes – December 19, 2022

MOTION: S. Spall moved to approve
SECONDED: B. Jarvis
ROLL CALL VOTE: M. Dillis, aye; S. Spall, aye. B. Jarvis, aye.
3-0 MOTION CARRIES

Property Management Report – Craig Chisholm updated us on all year to date expenditures and explained all overages. Operating expenses were a little over budget for the year due to snow removal and recreation activities, the residents were given breakfast and lunch to make up for the disturbance caused by the window project. Utility expenses were over due to a large sewer bill received in December, the audit and capital needs assessment put us slightly over. We were able to put \$300,000 in replacement reserve. Counsel is reviewing and we will defer to next meeting to vote. After we approve, there will be a presentation to the select board.

Window project update

Mark Coughlin reported that

- They are still studying what is causing the leaks in some of the units. It is the intent to explore every possibility, it may be the flashing or it may be the windows. The window manufacturer will send a technical representative to investigate the integrity of the windows.
- Chair Dillis wants to know which windows are leaking and why and if they leaked before or if the leaking started when the windows were replaced.
- Mark Coughlin will have Graham Architectural come to the site to inspect the installation.
- Resident Lonnie Cutler in 406 (new Building) would like to have the area around her window investigated, she has had many problems with flying insects in previous years and asks to have any openings sealed. The town will reach out to the Post office again to try and move mail delivery to earlier in the day.

- Caulking and trim work remain on the curtain wall.
- No date yet on when the canopies will arrive on site. Chair Dillis requests to be updated on all the timing of deliveries to the site, on the canopies and finishing out the entryway. Mark will get the schedule from Vareika.
- Replace louver above 415.
- Chair Dillis requests that the caulking around the AC be done as soon as possible so we can focus on the building envelope.
- Mark Coughlin suggest bringing in Zander Corporation, the contractor who was awarded the renovation project at 270 Central St. specializes in water issues.

Other operational items

Communication: Jennifer shared that things have come up that need to be quickly communicated to the residents. Craig Chisholm shared that they will post notices to keep the residents informed.

Matt Dillis to review the Requisition #4.

90% of the residents are happy with the windows.

Next month identify the top 3 projects from the Capital Needs Assessment.

Administrative

Next Meeting is February 27, 2023

Adjournment

MOTION: S. Spall moved to adjourn the meeting at 7:35 pm

SECONDED: B. Jarvis

ROLL CALL VOTE: M. Dillis, aye; S. Spall, aye; B. Jarvis, aye.

3-0 MOTION CARRIES

Meeting Documents

- Agenda 1-23-23
- 12-19-22 LSA BOM minutes
- Lincoln School Balance Sheet
- Lincoln School Investor Report
- Budget to the Town - Draft
- Vareika Requisition #4