



## LINCOLN APARTMENTS, LLC. BOARD OF MANAGERS

**DATE:** February 27, 2023  
**TIME:** 6:30 PM  
**PLACE:** Remote Meeting via Zoom

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

**Corcoran Management:** Craig Chisholm

**Architect:** Mark Coughlin AIA

**Staff Present:** Jennifer Oram, Land Use & Development

### Call to Order

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

### Approve Minutes – January 23, 2023

**MOTION:** S. Spall moved to approve  
**SECONDED:** B. Jarvis  
**ROLL CALL VOTE:** M. Dillis, aye; S. Spall, aye. B. Jarvis, aye; S. O'Neil, aye; E. Cullen, aye.  
**5-0 MOTION CARRIES**

**Property Management Report** – Corcoran Management Craig Chisholm reviewed financials- all on track. Warned that this may change as several accommodations are being requested for tub cuts.

**Budget Discussion** - Board felt that there was no further discussion needed at this point.

**MOTION:** S. Spall moved to approve the budget  
**SECONDED:** B. Jarvis  
**ROLL CALL VOTE:** M. Dillis, aye; S. Spall, aye. B. Jarvis, aye; S. O'Neil, aye; E. Cullen, aye.  
**5-0 MOTION CARRIES**

### Window project update

Mark Coughlin reported that

- The issues with the windows on the newer section of the building and 6 units in the old building. It could be tied to the repointing work that needs to happen or it could be other issues with the windows themselves.
- Recommends a water infiltration test as the next first step- this will rule out the window system failure. Shared pictures of the windows frosting which seems to indicate moisture is an issue. Without removing the window there is no way to tell what the issue is.

- Update on the entry window canopies - there has been no movement on this and we will not move forward until the current window issues get resolved.
- Limiters- our specs called for a 30 degree opening and they are working to try to resolve as that was not installed.

**MOTION:** S. Spall moved to Vote to have Staff start the procurement process for the Building Envelope Repair, including, bidding for an Envelope Specialist to determine the scope of the project, preparation of bid documents with Procurement Manager for the scope of the project and then the project itself

**SECONDED:** B. Jarvis

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

**5-0 MOTION CARRIES**

### **Other operational items**

Re-Organization of the Board – Matt unfortunately needs to step down as work changes have made it impossible for him to remain as chair. The board was not able to vote to Appoint New Chair of the LSA Board of Managers currently no one has stepped up to take on this role. We are going to revisit this next month and see what our options are. Jen will research to see if we can have a Vice Chair of the LSA Board of Managers

### **Public Comment**

Lonnie was in attendance

### **Administrative**

Next Meeting is March 27, 2023

### **Adjournment**

**MOTION:** S. Spall moved to adjourn the meeting at 7:30 pm

**SECONDED:** B. Jarvis

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

**5-0 MOTION CARRIES**

### **Meeting Documents**

- Agenda 2-27-23
- 1-23-23 LSA BOM minutes
- Lincoln School Balance Sheet
- Lincoln School Investor Report
- Final Draft Budget for 2023
- Comcast Correspondence