



LINCOLN APARTMENTS, LLC. BOARD OF MANAGERS

DATE: March 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: Eleanor MacKay and Jennifer Oram, Land Use & Development

Call to Order

At 6:32 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: S. O'Neil

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's, Craig Chisholm, reviewed financials- total income off due to vacancy and laundry. Spending off due to timing, will adjust as the year goes on, as well as extra maintenance due to recent storms (saved in snow removal) elevator maintenance due to repairs made. Audit just about complete.

Window project update

Mark Coughlin reported the following:

- During the March 15th storm several leaks occurred- roof, closet of apt 415 and lobby as well as areas in the new building.
- Tested windows several days later and they sprayed water above the windows and they were leaking. A Building Enclosure Company came to assess.
- Vareika will caulk windows, but the majority could be due to the building envelope issues.
- Limiters - They are very close to a solution for the limiters, there is a question on who will install those once the plan is finalized.
- Canopies can be installed in 2 to 3 weeks.
- BEA will come to do a full building envelope assessment. A certified report will be presented

Vote to approve contract with Building Envelope Analysis, LLC. of Wrentham MA, not to exceed \$30,000

MOTION: S. Spall moved to approved the BEA, LLC Contract for the analysis of the building analysis

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

Vote to approve funding for Third Party Review of the window specifications; cost not to exceed \$2500.

MOTION: S. Spall moved to approve a third party review

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

Vote that the funds to cover these projects be paid for out of the *LSA Replacement Reserve Account*, and to delegate to the Chair the authority to approve such transfers at the request of Corcoran Management.

MOTION: S. Spall moved to the funds come from the LSA Replacement Reserves

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

Public Comment

Lonnie was in attendance

Administrative

Next Meeting is Thursday, April 27, 2023

Adjournment

MOTION: S. Spall moved to adjourn the meeting at 7:11 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
- 2-27-23 LSA BOM minutes
- Lincoln School Balance Sheet
- Lincoln School Investor Report
- BEA, LLC Contract for Building Envelope Analysis