



LINCOLN APARTMENTS, LLC. BOARD OF MANAGERS

DATE: May 22, 2023
TIME: 6:30 PM
PLACE: Remote Meeting via Zoom

Board Members Present: Matt Dillis, Chair
Steven Spall, Vice Chair
Elizabeth Cullen

Board Members Absent: Ben Jarvis
Sheila O'Neill

Corcoran Management: Craig Chisholm

Architect: Mark Coughlin AIA

Staff Present: Jennifer Oram, Land Use & Development

Call to Order

At 6:30 Matt Dills called the meeting to order and read the Open Meeting Law Statement.

Property Management Report – Craig Chisholm presented an update on year to date expenditures and explained all overages. Building is fully occupied. Generator is being replaced; meeting with Integrated Electrics tomorrow to discuss logistics. **Craig is predicting that he will meet budget at year end.** Sprinkler lines need to be tested for leakage; lines will be charged with water; company is not responsible for damages due to testing. Plank flooring is being installed in units as reasonable accommodations and when units turn over; 30-40% of building has vinyl plank flooring at this time.

Window project update

Mark Coughlin reported the following:

- Two rounds of window testing was completed. Vareika did initial testing; some windows leaked around the sills. BEA completed formal testing of four windows; all four windows passed the leak test. The report from BEA is forthcoming.
- Recommended to hold onto retainage, sign off on substantial completion but not final completion until limiters are resolved; window warranty is tied to substantial completion.
- Doug McLellan at Graham said they are waiting on parts for limiters. Graham will test the limiters in their facilities before they release them. They will provide parts and Vareika will install them. Installation will take approximately two hours. There may be additional costs around installation.
- Spanner panels for canopies were replaced, so Vareika will not receive full credit; cost was approximately \$7,800.
- Change Order 5 for \$17,405.64 for drywall repairs, 3 men at 8 hours, and replacement copper roof over community center; will send to Jennifer Oram.

BOM agreed that it made sense to delay installation of entrance canopies at this time.

Jennifer Oram reported the following:

- Portable air conditioners in the building are having issues venting due to 4 inch window openings. Silk zipper units that attach to windows with Velcro have been purchased to address the issue; one has been installed to date. Units are \$20 each.

LSA Building Review update

Jennifer Oram reported the following:

- BEA Wrentham evaluated the roof. All three roofs were rated as fair; however, portions of the roof have been patched on different occasions. Roof will need replacement in four to eight years if nothing goes wrong; however, it may be sooner.
- BEA will evaluate repointing for building this month; report should be available in June.
- Meeting with a mechanical engineer on Wednesday May 24, 2023 to discuss evaluation of HVAC system.

Vote to approve bills

- \$1,367- Your Electrical Solutions (YES)

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

Mark Coughlin left the meeting at 6:58 pm.

Public Comment

No public comment

Administrative

Next Meeting is Monday, June 26, 2023

Adjournment

MOTION: S. Spall moved to adjourn the meeting at 7:01 pm
SECONDED: E. Cullen
ROLL CALL VOTE: M. Dillis, aye; S. Spall, aye; E. Cullen, aye.
3-0 MOTION CARRIES

Meeting Documents

- Agenda 5-22-23
- BEA, Wrentham
- Roof Inspection Report- Lincoln Apartments
- YES Electrician Bill