



## LINCOLN APARTMENTS, LLC. BOARD OF MANAGERS

**DATE:** June 26, 2023  
**TIME:** 6:30 PM  
**PLACE:** Remote Meeting via Zoom

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

**Board Members Not Present:** Steven Spall, Vice Chair

**Corcoran Management:** Craig Chisholm

**Architect:** Mark Coughlin AIA

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

### Call to Order

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

### Approve Minutes – May 1, 2023

**MOTION:** E. Cullen **moved to approve meeting minute May 1, 2023**  
**SECONDED:** B. Jarvis  
**ROLL CALL VOTE:** M. Dillis, aye; E. Cullen, aye; B. Jarvis, aye; S. O'Neil, aye.  
**4-0 MOTION CARRIES**

### Approve Minutes – May 22, 2023

**MOTION:** E. Cullen **moved to approve meeting minutes May 22, 2023**  
**SECONDED:** B. Jarvis  
**ROLL CALL VOTE:** M. Dillis, aye; E. Cullen, aye; B. Jarvis, aye; S. O'Neil, aye.  
**4-0 MOTION CARRIES**

### Property Management Report

Craig Chisholm, Corcoran Management, reported the following:

- Reviewed financial report. No changes year to date from last month's update.
- Discussion about possible residences services coordinator position. Already have a person in mind, Sheila, who currently works for Corcoran. She is available all day Tuesdays and would work one day a week; cost \$250/week.
- Corcoran uses Rent Café website for residents, who have asked to be able to submit rental payments via credit cards on the website. This has to be approved by BOM before liaison at Rent Café will enable credit card payments for rent.

BOM asked for details about specifics for possible residences services coordinator position for next meeting; will make a decision at next meeting.

BOM asked for more details about submitting rental payments via Rent Café, including costs to residents for using service, for the next meeting.

### **Window project update**

Mark Coughlin reported the following:

- Window limiter prototype should be done by week of 7/3/23; will coordinate installation.
- Installation of limiters should take one hour for each unit.
- Proposed change order for removing and installing drywall in stairways; also final reimbursement for windows testing; will approve as soon as we have the details regarding the timeline for completion.
- Informed Vareika that substantial completion will not be submitted until limiters are installed.
- Retainage, 5%, is held back until final punch list is complete; approximately \$64,000.

### **Status of Project update:**

Jennifer Oram reported the following:

- One limiter prototype was constructed and then will be installed; if it works, they will need to manufacture and install 88 more; this will take about 90 days.
- Need a timeline for anticipated timeline for completion and installation of limiters.

Mark Coughlin left the meeting at 7:01 pm.

### **Update on LSA Building Reviews:**

Jennifer Oram reported the following:

- Windows will be reviewed this week for possible issue
- Resident surveys returned; will be cross referenced against data from
- Allied Consulting Engineers to perform HVAC review; cost not to exceed \$6,000.

**Vote to approve contract with Allied Consulting Engineers to perform HVAC review, not to exceed \$6,000.**

**MOTION: contract with Allied Consulting Engineers to perform HVAC review, not to exceed \$6,000.**

**SECONDED: B. Jarvis**

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

**4-0 MOTION CARRIES**

**Vote to approve payment of \$3,708.75 for Code and Project Peer Review for Window Project**

**No vote taken. Project in the amount of \$3,708.75- not approving as is over our budgeted amount.**

### **Public Comment**

1. Lonnie was in attendance. She asked about posting of meeting minutes to website; J. Oram replied that the department had been short staffed and approved minutes would be posted tomorrow.

### **Administrative**

Next Meeting is Monday, July 31, 2023

### **Adjournment**

**MOTION:** S. O'Neil **moved to adjourn the meeting at 7:08 pm**

**SECONDED:** B. Jarvis

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

**4-0 MOTION CARRIES**

### **Meeting Documents**

- Agenda 6-26-23
- 5-01-23 minutes
- 5-22-23 minutes
- BEA Wrentham
- Roof Inspection Report
- YES- Electrician Bill