

**Wireworks Condominium Association
Executive Board Meeting
May 12, 2020
Minutes**

Call to Order - The meeting was called to order at 5:33 PM. In attendance was RMM Management member Ann Marie Fahringer and Board members Michael Pulong, Penny Cromwell, Joe Kilbride, Jacob Oxford, and Rich Mattio.

Information Items

Comcast - Our 10- year agreement with Comcast is up for renewal. Comcast has paid WireWorks \$4,850 to renew.

Old Business

Amazon Key for Business - The Board has decided to move forward and have a tech come to the building to advise compatibility with the Amazon Connect system. There is no cost associated with the compatibility check. Since installation of the Amazon key, management has noticed not all drivers are using it. Management is working with Amazon to ensure all drivers are utilizing the system for deliveries.

Door Update - New entry door is currently in manufacturing and will be ready for install early June. No firm date is set for installation.

Driveway Project Update - Driveway work has been delayed 1 week. The work will May 20th. Notices will be posted around the building and management will be on site to supervise the duration of the project. It is expected the project will take 4 weeks to complete.

Security Camera Installation Update- New security camera project was put on hold due to business shut down.

New Business

COVID - 19 Bonus for Maintenance - The Board has approved a \$500 bonus for the maintenance crew who have been working extra hard to keep the building safe and sanitized.

COVID - 19 Continued Precautions - Routine cleaning of common areas will continue for the foreseeable future. Sanitizing stations will continue to be refilled and maintained.

Exterior Mat/Lights - In connection with the new entry door, management is working on a new walk off mat that will extend into a portion of the bridge. Lighting on the outside of the new entry door is being reviewed. Maintenance had advised new lighting may not be needed.

Financials

Budget Comparison/ General Ledger – The financials were reviewed and are on under budget. The Board reviewed all expenses for 2020 year.

Executive Session

Delinquency - The Board reviewed the current list of delinquent association dues. A number of delinquencies have been collected. Management, under the Board's direction, will continue to pursue delinquent fees per Wireworks policies.

These Minutes are not intended to be a verbatim transcription of the proceeding and discussions associated with the business on the Board's agenda; but rather, is a summary of the order of business and general nature of testimony, deliberation, and action taken.

Adjournment: 6:37PM

Next Meeting: TBD

Respectfully Submitted,
Rich Mattio