



The Capitol Lofts
711 Main Street
Houston, Texas 77002
713-777-7368

THE CAPITOL LOFTS COUNCIL OF CO-OWNERS
MEETING OF THE BOARD OF DIRECTORS
Virtual Teleconference
October 13, 2021 at 5:30 PM
AGENDA

- **CONFIRMATION OF A QUORUM**
- **CALL TO ORDER**
- **ADOPTION OF AGENDA**
- **CONSIDERATION OF PRIOR MEETING**
 - Meeting minutes from the September 8, 2021 Board of Directors meeting
- **FINANCIAL REPORT**
 - Summary of financials ending September 2021. Reserve account is a depository account on a monthly basis. The account requires board vote to utilize funds.
- **MANAGER'S REPORT**
 - Awaiting on a date to perform the Annual Fire Inspection and requires entry to every unit
 - Gathering quotes to Wash Exterior Windows as well as replacing the sealants and gaskets on the façade windows facing Main Street.
 - In the process of installing a motion sensor light on roof on the south side of the building
 - Confirmed that 7 days is the max storing capability of the current DVR
 - Currently working with Boxer's internal space design team to determine a suitable color to paint the hallways and lobby
 - Sealing of brick wall in lobby to prevent further dust in the lobby and to preserve the bricks / \$678.95
- **PRESIDENT'S REPORT**
- **NEW BUSINESS**
- **OLD BUSINESS**
 - Add discussions regarding changes to by-laws
 - a. Remove items that are technically 'rules' to a consolidated rules list outside of by-laws
 - b. Change length of officer terms to 3 yrs. to maintain more continuity
 - Gathering cost to upgrade current call box to enable web connectivity. Will allow making changes to owner and renter information, removing access codes and assigning access code.
- **HOMEOWNER FORUM** – *In the interest of time we ask that all matters be limited to 3 minutes per owner*

- **PROJECT HOPPER:**

1. **Currently in Process - Fluorescent Lighting to LED Conversion: (Unanimously approved pending cost)**

Approximate Cost as of 8/4/21: \$7,600. 8' fixtures to be replaced with 4' fixtures. 4' fixtures are bulb and ballast replacement only. Annual Savings are estimated to be \$4,500/yr. ROI for the 8' fixture replacement is 1.55 years and 4' fixtures is 2.21 years

2. **Water Shut Off Valves: (Unanimously approved pending cost)**

Whitewall Construction: 2" ball valves/\$10,125 - 1" ball valve/\$750

T-Rex Plumbing: 2" ball valves/\$6,620 - 1" ball valve/\$550

TW Mechanical: 2" ball valves/\$6,440 - 1" ball valve/\$650

Gemini Plumbing: 2" ball valves/\$5,023 - 1" ball valve/Unknown

3. **Gate Install on 3rd Floor Patio Area: (Unanimously approved pending cost)**

Cost to install 2 gates = \$1,000 (Photos of locations attached)

(An alternative to the gate installation is currently being explored)

4. **Exterior Window Cleaning:** Currently getting quotes for initial construction cleaning and then twice per year

5. **Concrete repair in the parking garage**

- **NEXT MEETING**

- November 10, 2021

- **ADJOURNMENT**

- **EXECUTIVE SESSION** - *To Follow the Meeting of The Board of Directors August 2021 Board Meeting*

THE CAPITOL LOFTS COUNCIL OF CO-OWNERS
BOARD OF DIRECTORS MEETING MINUTES
Held at 6:00pm on September 8, 2021
Via Virtual Teleconference

- **CONFIRMATION OF A QUORUM**

Directors Present:

Jack Downes
Todd Early
Michael Moore
Rene Rodriguez
Brandon Pierce

In Attendance:

Daniel Kuehn – Boxer Property Management

- **CALL TO ORDER**

The meeting was called to order at 6.00pm

- **ADOPTION OF AGENDA**

Motion to Approve the September 8th, 2021 Agenda

Proposed by: Jack Downes

Seconded by: Michael Moore

- **ADOPTION MINUTES**

Motion to approve the meeting minutes from the August 11th, 2021 Board Meeting

Proposed by: Jack Downes

Seconded by: Renee Rodriguez

- **FINANCIAL REPORT**

The Financial Report ending August 31, 2021 was reviewed.

Reserve account is a depository account on a monthly basis. This account requires board vote to remove / utilize funds

- **MANAGER'S REPORT**

- Awaiting on a date to perform the Annual Fire Inspection and requires entry to every unit
- In the process of updating the call box with current owners/renters information and changing of all public codes currently in use. – **Per Penco Access Control, the current call box does not allow data to be extracted, edited and then imported into the call box. All changes needed is to be manually entered at the call box.**
- Gathering a cost to active the fob reader located on the 2nd floor. Currently, the entry door to level 2 is unlocked and accessible to non-residents of the lofts
- Gathering cost to upgrade current call box to enable web connectivity. Will allow making changes to owner and renter information, removing access codes and assigning access code.

- **PRESIDENT'S REPORT**

- **NEW BUSINESS**

- Notice from homeowners to Unit 1002 informing of A/C repair. **Boxer to work with owner to distribute their information to those units that have a/c units in 1002's area. It is not a requirement for any unit to notify 1002, just a courtesy text/call or email informing owner of a technician performing work on the roof a/c units**
- Homeowners to notify building management with 3 days (72 hours) if suspicious activity around and within the building occurs. Getting a quote to replace the current DVR to a DVR that can record up to 14 days and also have the capability of viewing camera footage on the web

- Review the need for a motion sensor light to be installed on the south side fire escape on the roof. Light to be bright enough to be able to capture clear video footage from current camera installed on the roof. **Boxer is currently getting pricing**
- Board to determine if the lighting retrofit cost is to be paid out of the OPEX or the Reserve Account. Approximate cost = \$7,600. **It was determined that the retrofit expense is to be paid out of the OPEX account**
- **OLD BUSINESS**
 - Add discussions regarding changes to by-laws
 - a. Remove items that are technically 'rules' to a consolidated rules list outside of by-laws
 - b. Change length of officer terms to 3 yrs. to maintain more continuity
 - Rules to be displayed near the trash dumpsters as to the do's and don'ts – Michael Moore. **Work in Progress. Currently monitoring trash are to ensure only household items are being discarded Boxer**
 - Boxer PM and Engineer inspected Unit 702's. Determined that the sealant around the small window panel between units was eroding. Window scheduled to be re-sealed and insulation replaced on 9/17. Owner to keep an eye out if the water protrusion occurs again.
- **HOMEOWNER FORUM**

Homeowners present (5):

Childers (702) – Provided input on the elevator retrofit and warranty

Foote (1002) – Owner requests limited to access to the 10th floor patio area. Authorized personnel only with notice to owner has been requested.

Gonzalez (505) – Inquired about the elevator repair

Sanford (901) - New Owner. Listening to board meeting

Coffey (506) - Listening to board meeting
- **PROJECT HOPPER:**
 1. **Fluorescent Lighting to LED Conversion: (Unanimously approved pending cost)**
 - a. Approximate Cost as of 8/4/21: \$7,600. 8' fixtures to be replaced with 4' fixtures. 4' fixtures are bulb and ballast replacement only. Boxer was informed that the materials possibly could increase by 8% - 10% effective 8/9/21 but this is not confirmed. Annual Savings are estimated to be \$4,500/yr. ROI for the 8' fixture replacement is 1.55 years and 4' fixtures is 2.21 years

Board of Directors Vote:

Jack Downes – Approved

Michael Moore – Approved

Renee Rodriguez – Approved

Todd Early - Approved
 2. **Water Shut Off Valves: (Unanimously approved pending cost)**
 - a. Installation of 2" ball valves on levels 2-10 = \$10,125.00
 - b. Installation of 1" ball valve to isolate each unit = \$850.00/each

Board of Directors Vote:

Jack Downes – Approved

Michael Moore – Approved

Renee Rodriguez – Approved

Todd Early - Approved
 3. **Gate Install on 3rd Floor Patio Area: (Unanimously approved pending cost)**
 - a. Cost to install 2 gates = \$1,000 (Photos of locations attached)

Board of Directors Vote:

Jack Downes – Approved

Michael Moore – Approved

Renee Rodriguez – Approved

Todd Early - Approved
 4. **Exterior Window Cleaning:** Currently getting quotes for initial construction cleaning and then twice per year

- **NEXT MEETING**

- October 13, 2021

- **ADJOURNMENT**

There being no further business to conduct, the meeting adjourned at approximately 6:52pm

- **EXECUTIVE SESSION**

The executive session for September resulted in nothing to report for the August 2021 Board Meeting

Approved

Date