**December 4, 2024 Monthly Board Meeting | Minutes**

1. **Call to Order and Declaration of a Quorum**

* Board Member Will White called the meeting to order at 7:00 pm.
* Board Members Present: Amber Thomas, Raquel Amorese, Adam Vicencio, Alex Chatziapostolou

1. **Approval of Minutes:**

* Minutes from November 6, 2024   
  Adam made the motion, Raquel seconded — minutes were approved unanimously.

1. **Financial Report:**

* Operating account: $9,280.93; Reserve account: $62,507.68;
* Regular transfers to the reserve account have been made throughout the year.
* Discussion of opening a high-yield savings account for better interest rates.

1. **Budget Approval:**

* Budget presented on the November 6 meeting  
  Raquel made the motion, Alex seconded — budget was approved unanimously.

1. **Facility Updates:**

* Recent carpet cleaning was completed.
* Yard work and leaf cleanup have been finished.
* Snow removal equipment is ready for the winter season.
* Two security cameras are malfunctioning and require repair or replacement.
* Some exterior doors are experiencing issues with locking mechanisms.
* Discussion of obtaining a master key for easier access to shared spaces.
* Need to obtain quotes for dryer vent cleaning and emergency light installation.

1. **Owner Relations Updates:**

* Bike tags will be issued to individual bikes.
* Communication with owners regarding bike usage and maintenance.

1. **Action Items**

* Research high-yield savings accounts for business use.
* Obtain quotes for security camera repair/replacement.
* Obtain quotes for dryer vent cleaning and emergency light installation.
* Investigate the issue with the exterior door locks.
* Coordinate with Matt to authorize the creation of master keys.
  + Draft a letter to authorize key creation.
* Communicate with management from adjacent building regarding issues with lighting.

1. **Adjournment**

**NEXT MEETING: 1/6/2025**