

Clyde Court Condominium Association

Board Meeting Minutes

Date: February 04, 2026

Time: 7:00

Location: In person – 125 Bike Room

Meeting Type: Board Meeting

1. Call to Order

The meeting was called to order once a quorum of the Board was confirmed.

2. Attendance

Board members present constituted a quorum.

Additional association members were present for portions of the discussion.

3. Financial Report

- **Checking Account Balance:** \$10,481
- **Reserve Account Balance:** \$90,014
- The Board confirmed the reserve obligation is **10% of the annual budget**, with flexibility on timing of transfers.
- No funds were moved from reserves at this time; current checking balance is designated for near-term bills.
- Capital projects budget includes approximately **\$18,000**.

Discussion

- Reserves may decrease later in the year due to planned expenses.
 - Capital funds are not restricted solely to masonry and may be allocated across priority projects.
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4. Building Maintenance & Capital Planning

4.1 Front Door Repairs (Priority Item)

- Significant issues were noted with front doors, including:
 - Structural deterioration of door frames
 - Lock and latch alignment problems
- A locksmith may not be sufficient; a general handyman or carpenter may be required.
- **Decision:** Door repairs must be completed **before** any intercom upgrades.

Action Item

- Research and obtain repair options/estimates for front doors.
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4.2 Intercom & Entry Access System

- Current system relies on a landline, which the vendor indicated is becoming obsolete.
- Monthly cost is approximately **\$100/month**.
- Alternatives discussed:
 - Internet-based intercom systems
 - App-based video access systems (e.g., mobile phone access)
- Concerns raised:
 - Internet reliability
 - Security
 - Need for physical key access as backup

Decision

- Intercom replacement is a **future project**, not immediate.
- Research vendor options and costs after door repair scope is defined.

Action Item

- Contact existing vendor to understand wireless/VoIP upgrade options and compatible models.

4.3 Capital Project Prioritization

The Board discussed whether to:

- Use the full capital allocation on masonry **or**
- Split funding across:
 - Masonry
 - Other deferred maintenance items

Items discussed:

- Front doors
- Intercom system
- Heating/hot water system
- Lighting
- Carpeting (longer-term)

4.4 Boiler / Hot Water Heater

- Existing system has had major repairs and shows signs of deterioration (rusted venting, moisture issues).
- Newer systems may allow chimney abandonment or capping, reducing masonry costs.

Next Steps

- Obtain quotes for replacement options.
- Compare cost of:
 - Chimney repair/capping
 - New high-efficiency system

4.5 Lighting (Exterior & Courtyard)

- Two uplights are currently non-functional.

- Fixtures may be failing due to moisture and aging sockets.
- Limited lighting impacts security and camera visibility.
- Long-term discussion included:
 - Replacing aging sconces
 - Considering slightly brighter, downward-facing fixtures
 - Avoiding intrusive lighting into units

Action Item

- Follow up with current vendor to determine if repairs are possible vs. replacement.
 - Explore LED options if replacement is required.
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5. Fire & Life Safety

5.1 Fire Alarm System Labeling

- Fire department requested proper labeling of the **Fire Control Access Panel (FACP)**.
- Main control panel is located in the utility room.
- Emergency responders access the building via the Knox Box and must clearly identify panel location.

Action Items

- Purchase and install FACP labeling on:
 - Utility room door
 - Gate/access location as required
 - Coordinate with fire department to verify compliance.
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6. Board Governance

6.1 Board Elections

- Five total Board positions.
- Three current members agreed to continue serving.

- Elections will be conducted electronically due to timing outside of the annual meeting.

Action Items

- Circulate candidate slate.
 - Open electronic voting with a defined close date (~2 weeks).
 - Send reminders as needed.
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6.2 Meeting Schedule

- Public meetings to be held **every other month**.
 - Board check-ins occur monthly as needed (informal, non-voting).
 - Board discussed returning some meetings to **Zoom** for convenience.
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7. Approval of Prior Minutes

Motion: Approve the Annual Meeting minutes with edits as presented.

Second: Received

Vote: Approved unanimously.

8. Adjournment

The meeting was adjourned following completion of all agenda items.

Summary of Key Action Items

- Obtain quotes for **front door repairs**
- Research **intercom system upgrade options**
- Request **boiler/hot water heater replacement estimates**
- Follow up on **exterior lighting repairs**
- Install **fire control panel labeling**
- Conduct **electronic Board elections**