

**500 Market Street Association  
Board of Directors meeting  
February 19, 2024  
Minutes**

Present: Jim Brittain, Will Johnson, Linda Shipman, Durrall Gilbert and Kent Allen-  
Michelle Johnson and Tara Lacara from Millhouse Properties

**Election of Officers**

President- Jim Brittain  
Treasurer- Durrall Gilbert  
Secretary-Kent Allen

We discussed the importance of making sure that there be access to the condo and garage units both for maintenance purposes (like sprinkler inspections) and safety issues. The proposal was made that we contact a contractor who can offer for the residents (for a fee) the opportunity to put key pads on the hallway doors. Millhouse offered to send a letter to residents regarding the key pads.

We discussed, as well, providing the opportunity for having the dryer vents cleaned inside apartments. Again, having a technician available on a given day or two for residents to sign up. We discussed putting dryer vent cleaning on our maintenance schedule.

We also explored the idea of placing our homeowner policies on the portal. It would be wise so that Millhouse could access them if necessary.

We were encouraged to consider, for the next meeting, the interior painting project. Next months meeting will also explore some foyer interior decorating. Durrall gently reminded us that although we did raise condo fees, we shouldn't get too carried away.

**Next meeting March 18, 2024 at 6:30.**