

**500 Market Street HOA Board of Directors Meeting Minutes  
Monday, March 18, 2024**

Present: Jim Brittain, Will Johnson, Linda Shipman, Durrall Gilbert and Kent Allen  
Michelle Johnson was there representing Millhouse Properties

The meeting was called to order at 6:30 PM

**Treasurer's Report**

Durrall Gilbert reported that the budget so far in the year was in line with this year's budget. We did take care of some anticipated maintenance items totaling about \$2000.

Durrall informed the Board that investment CDs are coming due in the next few months:

\$10,000	4.85%	Due May 14th, 2024
\$10,157.57	4.60%	Due July 14th, 2024
\$7,000	4.80%	Due Sept. 14th, 2024
\$10,286.96	4.45%	Due Oct. 14th, 2024

These will be reinvested as they come due.

Presently we have about \$37,450 invested in CDs.

We have \$7678 in our checking account and \$6830 in other reserves for a total balance of \$51,667.

**President's Report**

Jim Brittain began with a report on the repairs and painting of the fence that is located around the trash and recycling area at the back of our property. To date we have expended about \$1870, but the final bill has not yet been received. It is anticipated that the project will be completed under budget.

We had a long conversation about the issue of access into the individual units. We are required each year to check the sprinkler systems in each unit, as well as the necessity of getting into the units in the event of an emergency (a water leak for instance). The suggestion was made that we make the request that each unit install key pad on their hallway door so Millhouse could have the code in case the resident was not available to unlock their door. Michelle will send a letter informing people of the need to sometimes access the unit for above stated purposes and the desire for the key pads in each unit. She will also investigate the possibility that Carlos Mejia could assist in the installation of the key pads. Jim offered to go to Town and Country Hardware and get a price on the key pad units. Will brought up a liability concern of someone from Millhouse going into the units. Michelle said that she would run that by a lawyer. The idea was expressed that perhaps the key pad requirement could appear as a bylaw change at our next Annual Meeting.

It was mentioned that there is a request that all residents place on the portal information about the liability and contents insurance that is carried for our individual units.

Kent brought up the subject of the possibility of doing some interior decorating specifically in the lobby area. Will recommended that we hire an Interior Decorator to give some ideas about what we might do. Jim agreed to contact Catherine French and will let the Board know when that meeting might occur.

Linda brought up whether or not there is any data on the pets that are in the units. Perhaps that could be ascertained by a questionnaire. It would be a good idea to know, especially in the event that entrance by Millhouse is necessary. (We don't want pets sneaking out!)

There was a reminder given that no signs are permitted in or outside of the building. This is a good reminder as we approach what might be a very heated political season.

Next meeting will be on Zoom on Monday May, 20 at 6:30 PM

Meeting adjourned at 7:09 PM