Gallun Tannery Row
Condominium Association, Inc.
January 21,2026 Board of Directors Meeting

Called to Order @5:45pm

Present: Paul, Michelle, Danielle (Board Members); Mike (Hunt Management)

Owner Matters:

- Owner requested Board approval to place a temporary outdoor cat shelter in common area between townhouses and business to the east of the building. Owner will monitor the shelter. Board approved.

Approval of Minutes: Board approved December 2025 Board Meeting minutes

Old Business

- **Smoke/CO2 Detectors:** Loft Units and Townhouses will have new smoke/CO2 detectors (with 10-year lithium-ion batteries) installed. March is the proposed timeframe for installation. Communication will go out to all Owners. Mark & Paul need to chat with 4 Owners. **Paul** has discussed installation process with Scott (Hunt Management) & will get dates for 1st part of March.
- **Masonry/Tuckpointing Proposals (Lofts):** As discussed at the Annual Meeting in December, the Board has approved a carefully planned three-year, phased tuckpointing project. Contract signed. Waiting for start date for Phase I 2026 work. A special assessment to Loft Owners will be needed to complete each phase of the tuckpointing project.
- **Siding/Trim/Masonry/Tuckpointing/Metalwork Proposals (THs):** Results of meeting on January 20, 2026 with TH Owners discussed. Open issues remain before finalizing decision, including a second opinion on the masonry and questions about the sealant on front steps. More research needed. A special assessment to TH Owners will be needed to complete this project.
- **Timing of Special Assessments vs Payments Owed for Project Work:** Specific to the Masonry/Tuckpointing Lofts project and the Siding/Trim/Masonry/Tuckpointing TH project, the Board agreed that Special Assessments must be communicated and collected when the work is done and payment is due to the vendor, instead of waiting until the end of the year. Communication to Owners will occur when start dates for the work are determined.
- **Landscaping:** Arbor Stone will cover cost of sprinkler repair. Michael emailed snow removal company – they will use smaller equipment to not incur damage in future. They have already changed to right-sized equipment. Michael will contact snow removal provider and request pricing for calcium chloride instead of rock salt & report back as to costs and whether we can amend contract.
- **Lofts Driveway:** Response from Cornerstone One on request to pay $1,000 for damage done **(Michael):** Cornerstone One wants to wait until spring & relook at damage. Waiting for approval to pay out. Still under discussion.
- **YE 2025 Special Assessments:** The Association cannot end the year with a net loss. **Danielle** working on special assessment numbers to cover the 2025 budget shortfall. As discussed at the Annual Meeting in December, the special assessment should be ~$8,500, largely driven by mandatory 20-yr Fire & Safety sprinkler head testing and re-staining the Loft's front doors / Hamilton St. garage doors.
- **Unit 601:** Board discussed the transfer of unit 601 from current Owner to Association.

- **Sprinkler Inspection Follow-ups** : Vendor provided timeline with inspection dates for upcoming year; Board confirmed cadence for all future inspections & will budget accordingly.
- **TH garage doors: Paul** will follow-up with recommendations/source for privacy film.
- **Garbage Pickup**: Board discussed possible change from Waste Management to Green For Life. **Michael** will contact both companies for price comparisons and information over contamination charges. **Paul** will follow-up with others using GFL about customer service issues.

New Business

- **Hamilton St. garage stairwell:** Board agrees to move forward on getting a heat source for the stairwell to prevent frozen pipes. Need an electric company to provide an outlet for heat source.
- **Garage Furnace:** Ideal Mechanical serviced unit. May need to monitor more frequently.
- **Stairwell in Lofts building:** Board discussed possible heat source here as well. Other areas that may require more heat include front door vestibule.
- **Board Discussion:** Email from Owner regarding water dripping into the lower garage from ceiling above. Michael will check with Weathershield to see about getting seam sealed.

Boar Meeting Adjourned 7pm

Next Meeting: February 27, 2026 – 10am via Zoom

Gallun Tannery Row
Condominium Association, Inc.

February 27,2026 Board of Directors Meeting

Called to Order @10am

Present: Paul, Michelle, Danielle (Board Members); Mike (Hunt Management)

Owner Matters: No call-ins

Approval of Minutes: Board approved January 26 Board Meeting minutes.

Discussion of Annual Minutes - Annual Minutes are officially approved at end-of-year Annual Meeting. Because of the multi-year projects in progress, Michael will post unapproved minutes that will be clearly watermarked as "Draft" to give Owners as much advance information about projects as possible.

Old Business

- **Smoke/CO2 Detectors**: Discovered that Home Depot is out of stock (or doesn't have enough in stock) for some of the detectors and adaptors. Mark Thompson found that Grainer carries these items. Paul will provide Michael with the make & model; Michael will order through managing company account, noting that there will probably be no fee and potentially a contractor discount. Michael will also inquire about the return policy. Plan is to get materials in quickly and to get a March date for installation (which is expected to take several days).
- **Masonry/Tuckpointing Proposals (Lofts):** Weathershield representative we've been working with has left the company, but this should not create delays. Start date is still being determined as working permits are currently being procured.
- **Siding/Trim/Masonry/Tuckpointing/Metalwork Proposals (THs):** TH Owners reviewed updated comparison of proposals and chose to proceed with Weathershield for siding/trim/caulking in 2026. Contract was approved and signed. Masonry and Metalwork proposals are still under consideration. Next meeting of TH Owners is March 23rd.
- **Special Assessments for Exteriors (TH & Lofts):** The Board agreed that a Special Assessment notice must be issued so Owners have advance clarity on costs. Although estimates for the Lofts and Townhomes were shared at the Annual Meeting, additional communication on the mid-year assessment will be provided. See below for the computation of the mid-year special assessment. Amounts owed by Unit are included as Appendix A to these minutes.
- **Computation of Mid-Year Special Assessment:**

	Lofts – Tuckpointing Phase I	THs – Painting & Joint Sealants
Anticipated cost per contract	$ 45,213	$ 18,335
Less: amount budgeted in Cash Reserve	(23,476)	n/a
Total special assessment	21,737	18,335

- **Landscaping:** Inquired with snow removal provide re: changing from salt to calcium chloride. Arbor Stone has already purchased supplies for this season and cannot revise the contract for this season. Contract will be revised for next season to switch from salt to calcium chloride if the price is acceptable to the Board.
- **Lofts Driveway:** Michael has not yet received a response from Cornerstone and will continue pursuing reimbursement for the damage. Paul identified additional deterioration in the driveway and suggested that a full-area repair may be necessary. The Board agreed that repairs are required, but the timing and scope remain under review. Options include applying a temporary patch similar to the upper garage repair and delaying full replacement until after tuckpointing project is completed or proceeding with a full driveway replacement while scaffolding is already in place. Paul will request a proposal from the contractor who repaired the upper garage floor, and Michael will obtain information on scaffolding timing and coverage. The Board will revisit the issue once these details are available.
- **YE 2025 Assessments:** Letters went out and auto-withdrawals occur on March 5.
- **Unit 601:** Owner received email from Board agreeing with proposal. Waiting for Owner to complete tasks and then recording and transfer will be completed.
- **TH Garage Doors:** Project currently on hold.
- **Garbage Pickup**: Paul communicated with Highbridge and confirmed that they've been very happy with Green For Life. Michael will request end date for contract with Waste Management and will also request proposal from Green For Life. If proposal is higher than expected, Michael will negotiate to match rate that Highbridge pays.
- **Hamilton St. Garage Stairwell:** Board approved heater for Townhouse stairwell, proposal signed and heater installed.
- **Garage Furnace:** New air exchange combo is working, and the temperature is staying at 50 degrees consistently. Manufacturing company has provided 3 different opinions as to optimizing furnace output, so long-term strategy still under review. Michael will reach out to Jim Huntly to come up with a plan for next year and gather more information about long-term viability.
- **Upper-Level Garage Floor Seal:** Skim coat temporary fix occurred morning of Feb 27th. As discussed above, Michael will call affected Unit Owner and ask him to look at lower-level driveway on Water Street to determine whether a skim coat will be a good temporary fix for that area as well.

New Business

- **Window Cleaning:** Due to garage furnace troubleshooting and repairs, floor repairs, and installation of new heating in garage stairwell, Association has incurred approximately $7,000 in unanticipated costs only 2 months into the new year. As a cost-saving measure, Paul recommends not doing the annual window washing this year. Danielle notes that window washing is included in budget and that while she approves skipping this year to save costs, this should not become a habit. Based on Paul's survey of ten Owners, Board agrees to not pay for window washing this year. Michael will let the company know. Danielle brought up a brick discoloring situation on Lofts area above garage door. Paul will enquire about a cleaning solution for this area.
- **Garage Power Washing & Yellow Striping Repaint:** Michael will coordinate with Waylon Works for the annual garage power washing and inquire about repainting the yellow stripes. The Board also discussed adding stenciled unit numbers and potential placement. Michael will request a separate cost proposal for stenciling so the Board can decide whether to proceed this year given other expenses.

- **Lofts Landscape Wall:** Water Street landscaping wall is starting to tilt. Paul requests Board check it out just to get it on radar.
- **Lofts 3rd Floor Wall Repair & Fire Extinguisher Replacement:** Wall repaired & fire extinguisher replaced. Board was not sure if area was repainted – will check and revisit if necessary.

Board Discussion

- **Snow Removal**: Snow removal company equipment was very hard on the sidewalk, grass, and driveway this year. Company has right-sized the equipment, but damage already done. Michael suggests sending pictures of damage to snow removal company once winter has ended. He also noted that this winter was especially hard on concrete and asphalt due to the freeze & thaw cycle, which could be part of the issue.
- **Bird Intrusion:** Some Owners have reported birds entering their vent tubing. Because vent maintenance is the responsibility of each Owner, this issue falls outside the Board's scope; however, if multiple Owners are affected, they may wish to pursue a group rate for installing deterrents. Michael offered to coordinate with Advanced Wildlife on potential group pricing if there is sufficient interest. The Board agreed to notify Owners of the vent issue and offer to coordinate a group quote and inspection time. The communication will note that any related work would be at the Owner's expense.
- **2025 Tax Return:** Michael has documents for filing the 2025 tax return. Danielle will review and sign.
- **Financial Report:** Danielle confirmed the 2025 fiscal year is officially closed. January results have been provided, but several journal entries are still needed to finalize the month. Danielle is preparing those entries and will provide them to Hunt Management.

Board Meeting Adjourned at 11:15am

Next Meeting: Friday, March 20, 2026 -- 10am via Zoom. Michelle will host Paul. Danielle & Michael will call in.

GALLUN TANNERY ROW: 1818 CONDOMINIUM OWNERS ASSOCIATION, INC.
THE LOFTS AT 1818
Operating Expense % Interest / 2026 Mid-Year Special Assessment

# of Units	Unit #	2026 Mid-Yr SA Owed
1	100	2,363.00
Totals - Unit 100		2,363.00
2	201	645.00
3	202	763.00
4	203	494.00
5	204	421.00
6	205	540.00
7	206	532.00
8	207	1,017.00
9	301	642.00
10	302	504.00
11	303	677.00
12	304	569.00
13	305	531.00
14	306	848.00
15	307	516.00
16	308	584.00
17	401	642.00
18	402	504.00
19	403	677.00
20	404	569.00
21	405	676.00
22	406	852.00
23	407	516.00
24	408	584.00
25	501	642.00
26	502	504.00
27	503	677.00
28	504	569.00
29	505	676.00
30	506	852.00
31	507	516.00
32	508	584.00
34	602	51.00
Totals - Loft Owners Only		19,374.00
1	818	4,481.84
2	820	4,685.66
3	822	4,685.66
4	824	4,481.84
Totals - Townhomes Only		18,335.00
Totals by Operating Expense Bucket		40,072.00

Gallun Tannery Row
Condominium Association, Inc.
March 20, 2026 Board of Directors Meeting

Called to Order at 10am
Present: Paul, Michelle, Danielle (Board Members); Mike (Hunt Management)

Owner Matters: No call-ins

Approval of Minutes: Board approved February 26 Board Meeting minutes.

The Board agreed to post the draft Annual Meeting minutes on TownSquare and to coordinate an email to Owners including the estimated special assessment for exterior work. The email will note that project start and completion dates are not yet available, and Owners will be notified and billed once work has started. Updated cost and schedule information will be shared as soon as it is confirmed. Michael will draft the email for Board review and approval before distribution.

Old Business

- **Smoke/CO2 Detectors:** Home Depot order partially received. Paul is working with Scott to schedule installs – waiting until full order is in. Project currently on hold, but once all items are in Paul will write up communication for Owners and facilitate installation.
- **Masonry/Tuckpointing Proposals (Lofts):** Phase I 2026 work is still waiting for a start date, but communication with vendor continues. Updated information includes that the sidewalk will be covered and accessible to foot traffic for duration of project. A second communication to Owners about what to expect as work gets going will be sent, along with reiteration of cost estimates and timing.
- **Siding/Trim/Masonry/Tuckpointing/Metalwork Proposals (THs):** Masonry and Metalwork proposals still under consideration and will be discussed at TH Owner's Meeting on Monday, March 23. Weathershield contract that is signed is for wood siding and trim, replacements, and tuckpointing only. Start dates for this project are still TBD.
- **Special Assessments for Exteriors (TH & Lofts):** Approximate assessments compiled and included in February Minutes. Communication will be going out to all Owners with projected estimates.
- **Landscaping:** Paul will meet with Arbor Stone representative and discuss plan to repair damage from their snow removal equipment. There will be no charge to the Association if Arbor Stone does the repair. Michael will provide contact information for Paul, and he will follow up on repair plan. Board will continue to monitor landscape wall.
- **Lofts Driveway:** Michael is still waiting for response from Cornerstone One regarding repair plan and will follow up again this week. Paul met with Kyle to look at the area where concrete is crumbling. Kyle offers that he can dig it out and complete a temporary patch which should last 3-7 years. Kyle will send an estimate for cost of repair. Additionally, Paul will be meeting with Kyle to continue work on the townhouse garage floor leak.
- **Unit 601:** HOA has paid $960 in legal fees so far this year over this issue. Board continues to wait for Owner to complete his part of the process.

- **Installing Frosted Window Film on TH Garage Windows:** Placeholder – project currently on hold.
- **Garbage Pickup**: Board continues plan to switch from Waste Management to Green for Life. Waste Management contract requires 90-day notice, Boad looking at August for possible change, while noting that current contract expires November 2. Outstanding information includes the quote from Green for Life that matches Highbridge. Michael will reach out to GFL for revised proposal & compare to Waste Management. Paul will ask Highbridge about comingled recycling issues and charges.
- **Garage Furnace:** Company that made furnace is to send proposal for best use – waiting for that information.
- **Garage Power Washing/Yellow Striping Repaint/Unit Numbers Stenciling:** Current contract is just for cleaning, but vendor rep will stop by and complete measurements for a new quote that includes yellow striping and stenciling numbers. Vendor will separate line items for stenciling on floor vs stenciling on wall and Board will revisit based on costs. Board approved contract for garage cleaning to be signed. Michael will remind Wahlen not to spray the doors and walls of the storage units as the water gets into the storage units, causing damage.
- **Lofts 3rd Floor Wall Repair:** Repair completed including repainting.
- **Bird Intrusion Communication:** Email went out to Owners re joining together for vent cleaning and bird control options. An Owner expressed confusion with email, but information for Advanced Wildlife has gone out.
- **Hamilton Street Garage Leak:** First attempt to stop the leaking has failed and leak continues. Board notes that the temporary fix was not guaranteed and additional work will be billable. Vendor is actively working to find the source of the leak. Current information is that a permanent fix could be to seal the entire concrete slab, but that will be on hold until weather is better. A *very* temporary solution to keep water from dripping is a tarp while we wait for weather to improve.

  Board discussed a proposal from Weathershield addressing pocks in lower garage concrete, but costs were prohibitive and no contracts have been signed. Board plans to revisit this quote. A Johnson Paving quote from April of 2025 which covered repairs for the Lower entrance ($10k) and Upper entrance ($18k) is also being revisited, but the leaking spot in question was not covered in the quote. Board requests a quote specific to the leaking spots and agrees that waterproofing the area is top priority. Board notes that garage repair expenses are not in reserve and will continue to add to unplanned expenses.

  Michael will reach out to vendor and find out exactly what needs to be applied to waterproof the area and solve the issue. Michael will get updated proposal to see what can be done ASAP.

New Business

- **Elevator Pads:** Board discussed problem of Owners not complying with HOA rules for deliveries and moving. While no damage has been incurred so far, replacing the leather panels in the Elevator would cost $25k. Board noted several recent incidences of Owners not complying including delivery of kitchen appliances, washer/dryers, and furnaces.

  Solutions proposed: (1) Signage informing Owners that Hunt Management must be notified 3 days before moving furniture in order for pads to be put up. (2) Fining Owners per incident. (3) Installing camera in elevator. Additionally, Board requests communication to go out to Owners regarding damage that has occurred (example 3rd floor fire extinguisher repair) with the hope that the perpetrator of the damage will pay for the repair rather than the entire Association footing the bill.

  Current HOA rules for deliveries: Owner is responsible for any repairs in addition to a $500 fine for violation when moving and a $100 fine for violation on deliveries. Board plans to start enforcing fines.

Discussion of camera in elevator brought up additional camera issues. Michael will request ESS to address cameras 12 &13 malfunctions.

- **2025 Tax Return Status:** Management company should have Tax Return in next 10 days and then Treasurer will sign.
- **CAI Membership Renewal:** Board discussed renewal of CAI membership at $340 for the year. Board agreed that CAI advocacy is important for continuing to protect small community Associations. Board agreed to renew membership.
- **Turf conversion proposal from KEI:** Board not inclined to go with proposal citing costs and disagreement over use of pavers. Board decided to keep grass for now, but notes that the lawn continues to struggle, and will need to be revisited. Board plans to work with landscaping company to see what we can do to improve.

  Going forward, Board will compile 5-yrs worth of data on lawn repair costs and revisit the situation for summer of 2027.

Board Discussion

- Plastic Awning over Lofts entrance needs to be assessed for cleaning or replacement. Paul will ask Scott to look at it next time he's on site. Board notes that the metal structure is sound, it's just the plastic cover and tubing that need maintenance or replacement.

Financial Report/Discussion

- Financials through February were discussed with the Board. The Board continues to actively monitor spending, with unexpected costs being tracked.

Board Meeting Adjourned at 11:20am

Next Meeting: April 15, 2026, at 5:30pm. Paul will host.

Gallun Tannery Row
Condominium Association, Inc.
April 15, 2026 Board of Directors Meeting

Called to Order: 5:45 pm

Present: Paul, Michelle, Danielle (Board Members); Mike (Hunt Management)

Owner Matters:

- Owner called in with 2 issues. (1) Requests Board send a reminder to Owners who are having work done on their units to inform the other Owners. Caller reports noise and fumes from work being done in unit below hers, and notes this is especially a problem for people working from home. (2) Owner is considering bathroom renovation and requests list of recommendations for contractor from Board. Board agrees to create reminder and send a list of contractors.
- After speaking with Owner, Board continued discussion of problems with Owners not conforming to HOA rules. During the floor renovation reported above, there was also a problem with the building door being propped open and left unattended. Board decided to levy a fine of $100 to Owner for door propping incident, and to revisit the rules for fines, tightening up the language for security violations, and reiterating that Owners are responsible for contractors.

Approval of Minutes: Board approved March 2026 Board Meeting minutes.

Old Business

- **Annual Minutes:** Minutes have been posted on TownSquare since February; a separate email will go out with March meeting minutes that will again highlight repair costs and Special Assessment timing, addressing that there might be more than one Special Assessment and spelling out that this one will be specifically for the THs' siding and Lofts' tuckpointing.
- **Smoke/CO2 Detectors:** The installation of new smoke and carbon monoxide detectors at Gallun has been completed with 83 new devices installed. Amount to bill each owner for the project will go to Michael this week, and Michael will assess.
- **Masonry/Tuckpointing Proposals (Lofts):** No start date yet from Weathershield.
- **Siding/Trim/Masonry/Tuckpointing/Metalwork Proposals (THs):** TH Owners decided to move forward with 3-year Weathershield proposal ($29k) to repair masonry. Metalwork project currently on hold pending more information and further meetings. New Weathershield proposal for Masonry approved by Board. No start date yet for Siding/Trim work.
- **Special Assessments for Exteriors (TH & Lofts):** Board continues to update communication plan with Owners, reiterating that the Special Assessments will be due as the major projects are completed. New email will have dollar amounts and statement of assessment will go out via official US Mail once project starts.
- **Landscaping:** Board met with Arbor Stone to discuss damage to lawn and concrete. Repairs were completed to lawn and concrete repairs will also be completed.
- **Lofts Driveway:** Cornerstone has paid $1,000 to repair concrete apron. Board considered accomplishing the driveway repour during the Weathershield repairs while scaffolding is in place to possibly save money on re-

permitting and closing the sidewalk at a later date. After discussion, Board agreed to delay this project rather than incur more costs this year.

- **Unit 601:** No movement on this; still pending Owner action.
- **Installing Frosted Window Film on TH garage doors:** Placeholder – project currently on hold.
- **Garbage Pickup Change of Vendor**: Michael will get quote from Green for Life in next 30 days. Comparisons still pending quote. If making change, need to let Waste Management know by Aug 4.
- **Garage Furnace:** No movement from last meeting. Paul will take lead on getting plan for the garage through Jim Huntley of Ideal Mechanical.
- **Garage Power Washing/Yellow Striping Repaint/Unit Numbers Stenciling:** Power washing occurred on April 15. Striping and Unit Numbers are tabled for this year. Michael requests picture or pdf of parking chart.
- **Hamilton Street Garage Leak:** Leak continued after repair but could not be replicated during power washing and remains a mystery. After assessment by two concrete repair companies and a parking structure company (CMR – Concrete & Masonry Restoration), plan is to focus on the drains. Board agrees that a plumber is needed to assess and possibly replace the drains as the next step in addressing the problem.
- **ADDITIONAL WATER ISSUE** – Hamilton Street Garage wall under Townhouse Unit is wet to the touch, there is visible damage. Investigation concludes that the eave trough from neighboring property was clogged and dumping water on sidewalk between buildings. Board is working with CMR to assess the problem.
- **Elevator Pads - Owner compliance:** Board agrees to levy fine for not using elevator pads of $100 per instance. Board is working on communication regarding fines. Once communication is approved, signs will go in elevator & go out through all channels. Board further approves communication regarding repair for fire extinguisher and wall and will charge $65 for the 1-hour of work for repair.
- **Camera Issues:** Camera issues brought up by elevator discussion at last meeting remain unsolved. Board is waiting for response from ESS regarding camera repair. Board agrees to table elevator camera for foreseeable future due to costs.
- **2025 Tax Return Status:** Completed and signed by Treasurer. HOA owed $400 in taxes, payment was mailed.

New Business

- **Unit 306 Rental:** Board agrees to conditionally approve the lease pending removal of sub-letting language. If Owner wants to keep the sub-letting language, then lease needs to change to require Board approval of the sublessor.

  Lease discussion combined with earlier discussion on fines further highlights need for cleaning up the Rules and Regs. Board will add the no sub-letting clause when changes are made for fines and all changes will be sent by US Mail.

Board Discussion

- Michelle requests list of vendors and the names that correspond to them; Michael will create list.

Financial Report/Discussion

- Financial info for March not available at time of meeting.

Board Meeting Adjourned at 7:20pm

Next Meeting: Wednesday, May 20, 2026 – 5:45pm (Michelle Hosts)

Gallun Tannery Row
Condominium Association, Inc.

May 20, 2026 Board of Directors Meeting

Called to Order: 5:53 pm

Present: Paul, Michelle, Danielle (Board Members); Mike (Hunt Management)

Owner Matters:

- No call-ins.

Approval of Minutes: Board approved April 2026 Board Meeting minutes.

Old Business

- **Smoke/CO2 Detectors:** Charges for detectors and installation will go to Owner's accounts on June 5. An email will go this week & a copy can be posted in the Lofts elevator. Charges reflect differences in amounts of detectors per unit and labor to install. Note for future installations: Units 201, 203, & 204 had wires cut, possibly in stairwell, so those Units have detectors with lithium batteries instead of wiring.
- **Masonry/Tuckpointing Proposals (Lofts):** No start date as of now.
- **Siding/Trim/Masonry/Tuckpointing/Metalwork Proposals (THs):** No start date as of now.
- **Special Assessments for Exteriors (TH & Lofts):** With several Units currently for sale, the Board agreed to issue the special-assessment notices promptly. Sellers have already been informed and provided with the necessary documents. The Board approved collecting the Lofts assessments by July 10th, and Townhouse Owners will pay in two installments—July 10th and August 10th—due to the larger amount. Communication to all Owners will be sent as soon as possible.
- **Damage from moves?** The Board saw no damage from the 2 moves this week and Michael can refund each Owner $500.
- **Unit 601:** No new information here. Board will reach out via email to see where we are on this transfer.
- **Installing Frosted Window Film on TH Garage Doors:** Placeholder – project currently on hold.
- **Garbage Pickup**: New quote from Waste Management; no revised quote from GFL. Last year's GFL quote was $385 (trash pickup 2x per week, recycling 2x per week, no contamination fees), but no quote yet for this year. Waste Management's updated quote is $335 (trash & recycling pickup 3x per week; no contamination and no overage charges). Board leans toward staying with Waste Management given new bid and no overages
- **Garage Furnace:** Paul reached out to Jim Huntly regarding new garage heating plan for winter. HVAC division of Ideal Mechanical is looking into winter plan for TH Garage Structure.
- **Hamilton Street Garage Leak:** Ideal Mechanicals Plumbing Division went onsite and investigated drains. Drains are plastic with no noticeable cracks. Thought is that the water is in the Spancrete – leaking out where it meets the drain. New idea is to cut out the concrete around the drains and repour. Next step – have a concrete company out to investigate the Spancrete. Possible suspended tarp as temporary fix.
- **Hamilton Street Garage Wall:** Structural engineer from parking garage company in Madison will come by and look at it next time they are in area.
- **Elevator Pads & Deliveries:** Tabled until next meeting – Board wants to update moving and deliveries rules in the Rules and Regulations.

- **Camera Issues:** Paul will meet with ESS on Friday morning to repair 2 cameras that are out.
- **Unit 306 Rental:** No signed contract yet – sub-letting language will be removed.

New Business

- **KEI:** Irrigation repair completed. Mowing has been done on schedule. We have a new KEI representative and will remind KEI that flowers must be in by end of May.
- **Arbor Stone:** Heavy rain destabilized the rock retaining wall behind the Lofts building. Arbor Stone granted contract to repair. Prep work has begun. Contracted work includes installing a drain system and wall reconstruction. Remaining work will begin over the course of the next month.
- **Lock Boxes in Loft's Vestibule:** Board will create communication regarding lock boxes as they are multiplying. Lock boxes are for contractors who need access to building and realtors to get into units for sale; all others need to come off. Locks not for vendors or realtors will be removed.
- **Creation of Temporary Entrance Code for Realtors:** Paul will create language for Rules and Regulations to clarify usage of temporary entrance codes.
- **Roof Access Requests for AC Units:** As we enter AC tune-up season, need to remind Owners that scheduled maintenance requires 48-hour notice for roof access. Board understands emergency work can't be controlled, but scheduled maintenance needs to go through Hunt Management and should be done with enough notice. Owner who provides less than 48 hours' notice may be charged for the service.
- **Manual/Dry Standpipe 5-Year Inspection:** Gathering quotes from multiple companies to comply with the 5-year inspection requirements. Once contract signed, Michael will notify the city that we are complying.

Board Discussion

Financial Report/Discussion

- The Board is considering requesting a different bookkeeper from the Management Company due to recurring accounting issues that the Treasurer is routinely having to correct.
- Treasurer will update the Board on the YTD financials through April via email.

Board Meeting Adjourned at 7:18pm

Next Meeting: Wednesday, June 24, 2026 – noon Zoom for all

Gallun Tannery Row
Condominium Association, Inc.
JUNE 24, 2026 Board of Directors Meeting

Called to Order: 12:05pm

Present: Paul, Michelle, Danielle (Board Members); Mike (Hunt Management)

Owner Matters:

- No call-ins.

Approval of Minutes: Board approved May 2026 Board Meeting minutes.

Old Business

- **Smoke/CO2 Detectors:** Billing completed June 10th. Project complete.
- **Masonry/Tuckpointing Proposals (Lofts):** Masonry Phase I 2026 Work will begin Monday, July 6th. Further details on project still pending.
- **Siding/Trim/Masonry/Tuckpointing/Metalwork Proposals (THs):** Masonry Phase I 2026 Work will begin Monday July 6th starting with 818 Unit. Siding/Trim work start date and further details on project still pending.
- **Special Assessments for Exteriors (TH & Lofts):** Notice for Special Assessments went out via TownSquare on June 2; Official notice also sent via US Mail. Assessment for Lofts due July 10; Assessment for Town Houses due August 10 (with option for two installments.
- **Unit 601:** The Board has received no communication from Owner regarding status of transferring ownership to the HOA. Board will suspend transfer process and reassess past due amounts and late fees if Owner does not provide update.
- **Installing Frosted Window Film on TH Garage Doors:** Placeholder – project currently on hold.
- **Garbage Pickup**: Board received quote from Green for Life and compared with updated quote from Waste Management. Board approved renewing 3-year Waste Management contract via email on May 26th. New contract started June 1, 2026.
- **Garage Furnace:** Email sent to Ideal Mechanical, but no plan as of now. Will continue to pursue.
- **Hamilton Street Garage Leak:** Unable to get concrete person out as yet, but still working the problem. Paul will meet with Johnson and Sons to further investigate. Will also investigate a surface repair.
- **Hamilton Street Garage Wall:** Structural engineer from parking garage company in Madison will come by and look at area next time they are in Milwaukee. Pictures were sent via email; engineer does not see anything of immediate concern.
- **Elevator Pads & Deliveries:** Communication regarding Rules and fines for elevator pads finalized and approved. Board will print and place in every Lofts Unit door handle. Copy will be sent to Michael to go out on TownSquare.
- **Camera Issues:** ESS determined 1 camera needed to be replaced. Board approved $315 + labor costs to replace camera. While camera was replaced and non-working camera was restored, issues continue with cameras due to age of equipment.

- **KEI:** New account manager unaware of contracted date for flowers to be planted; flowers in about 7 days late. Notation has been made on account and assurances that next year flowers will be in by the date specified in the contract.
- **Arbor Stone:** Arbor Stone began prep work in May upon receipt of deposit. However, Arbor Stone has not come back to work on retaining wall/drainage project since May 28, and has been unresponsive to email. Michael will start sending emails to owner of Arbor Stone to get work moving forward. Board will follow-up with insurance agent to see if there is any claim possible.
- **Lock Boxes in Loft's Vestibule:** Board discussed language for communication and will continue to refine before posting.
- **Creation of Entrance Code for Realtors:** Addressed in Rules and Regulations changes. Will be distributed once finalized.
- **Roof Access Requests for AC Units:** Addressed in Rules and Regulations changes. Some changes to verbiage include changing notification from 48 hours to 2 business days.
- **Manual/Dry Standpipe 5-Year Inspection:** Last inspection was October of 2019 – receipt produced for presentation to city. Current quote from Secure Fire Protection is $3,627; cost for same work from same company in 2019 was $1,012.67. Second quote from different company requested May 18, company visited May 19 but could not access property due to missing key. Proposal requested by June 18. Board willing to wait for second quote to compare with Secure Fire Protection.

New Business

- **Moves:**
    - **Unit 504**: closed 6/12/26; Deposit approved for refund.
    - **Unit 303 Fines:** Unit 303 requested elevator pads for realtor to move furniture into unit for staging. Realtor moved additional furniture after pads were down, resulting in $100 fine. Board recommends holding security deposit until Unit is empty and sale has closed.
    - **Unit 308**: Furniture moved out on May 25 but unit not sold. Board will hold $500 refund until closing in case realtor moves furniture in and out for staging.
    - **Unit 504**: $500 deposit for move-in has been acquired. Work is being done prior to move-in; date is not set yet. Owners have been made aware that they need to notify neighbors before work is started.
- **Dryer Vent Cleaning:** Annual dryer vent cleaning scheduled for July 20, 21, 22. Board approved quote of $3,087.00 via email for 32 dryer vents in Lofts and 4 dryer vents in Town Houses. Communication will go out via TownSquare as it is one month out; more communication will follow as we get closer. Owners will be assessed costs for vent cleaning in September with ACH charging on September 5, and due date of September 10 for all others.
- **Lofts Carpet Cleaning:** Michael will reach out to ShurClean to schedule annual carpet cleaning.
- **Lofts Common Area Annual Air Conditioner Service:** Per maintenance contract, annual service is due mid-summer/early fall each year. Michael will reach out to get our annual service done before August 20 (when contract runs out).
- **Lofts Thermostat for Common Area:** Board approves new thermostat to be purchased and installed by Owner who is a licensed electrician.

Board Discussion

Financial Report/Discussion

- March and April Financial Report closed and delivered via email.
- May will be delivered via email soon.

Board Meeting Adjourned at 1:26pm

Next Meeting: Tuesday, July 14, 2026 – noon Zoom for all