Donner Towers HOA Meeting Minutes
July 1, 2026, 5:30 PM

I. Opening: The meeting was called to order at 5:30 p.m.

II. Present: Board Members and Management: Carol Rogoff (President); Richard Balocco (Treasurer); John Anderson (Secretary); Welch Randall Management (Jennifer Jolley). Unit Owners: Betsy West, Brent Maxfield, Kristin Winder, Linda Lebovitz, Mark Sapitsky, Nancy Chisholm, Robert Weinberger

III. Minutes:

1. Summary: The Board reviewed financials, elevator modernization proposals, and key maintenance projects; discussed funding constraints, ongoing due diligence, and legal review of prior elevator issues. Decisions on several projects were deferred pending additional information and financing clarity.
2. Financial Review and Reserves: Insurance premiums and elevator maintenance caused a monthly budget overage but are projected to align over the year. Net income for the year is projected at $120,000–$125,000 versus $136,138 budgeted. Draft Level 2 reserve study completed; funding level below ideal but improved from prior years. Reserve account balance at end of June: $509,638.00. Decision: Reserve study will be adopted as required. Pending: Determination whether reserve study recommendations will require changes to funding or project prioritization.
3. Elevator Modernization and Legal Review: KONE proposed modernization for both 960 and 940 elevators; estimated cost approximately $604,000 for both. Meeting to review KONE proposals scheduled for the second week of July. 960 elevator modernization could occur in Q1 2027 if agreement signed within approximately 60 days; 940 elevator modernization would follow a year later due to obsolete components. Pending: Decision on whether to seek additional vendor proposals. Pending: Financing options under review, including special assessment and borrowing; discussions with Citizens Bank ongoing. Warranty for modernization is currently limited to one year; extended warranty options not yet discussed. Legal review of prior elevator projects indicates no general release of liability in place for TKE; pro bono legal review underway to assess potential claims for alleged defects. Historical documentation gaps noted; stronger knowledge management recommended. Decision: No immediate commitment to KONE proposal; further due diligence and outside legal/technical review will continue. Pending: Recommendation to community on litigation options expected within 3–4 weeks after legal review concludes. Pending: Confirmation whether an outside elevator expert will be engaged for technical review.
4. Maintenance, Pool, Garage Doors, FOB and Call Box Systems: New certified pool operator (Ramiro) hired; performance noted as highly satisfactory. P2 garage doors fully replaced and functioning; P1 doors repaired and operational following sensor issues. Maintenance staffing changes anticipated; Michael intends to step down. Board identifying replacement candidates. FOB system and call box upgrades: Estimate approved for FOB; additional bid requested for combined FOB/call box package. Goal to

sign contract within 1–2 weeks. Carbon monoxide detector replacement bid secured; work expected within weeks pending equipment arrival. Stucco surface repair and balcony railing repainting projects deferred until at least next year due to elevator funding priorities. Pending: Finalizing vendor for FOB/call box system. Pending: Pool operator and maintenance transition confirmation before end of summer.

5. CC&R Interpretation and Common Area Issues: Ongoing review of CC&Rs regarding responsibilities for common and limited common areas; map appendices missing and will be located by management. Consensus that HOA is responsible for common area maintenance; owner- initiated beautification requires art review and floor- level consent. HOA funding is only provided if prioritized. Pending: Completion and circulation of formal legal analysis on CC&Rs by John, expected within a few days after map acquisition.
6. Action Items:

Richard Balocco: Meet with KONE to review elevator modernization proposal and clarify scope and costs (Due: second week of July). Consult Citizens Bank regarding financing options for elevator project. Continue legal review with two pro bono attorneys to assess possible claims against TKE; provide community recommendation within 3–4 weeks of review.

Carol Rogoff: Finalize selection of new maintenance personnel before end of summer. Sign off on draft Level 2 reserve study and coordinate posting. Secure final bids and contract for FOB/call box upgrades (Due: within next 1–2 weeks).

Jennifer Jolley: Locate and provide CC&R appendices (maps) for legal and common area review.

John Anderson: Complete and circulate formal CC&R/common area analysis within a few days of map receipt.

Team: Defer stucco surface and balcony railing repainting projects until elevator financing and planning are finalized. Provide community update on all open issues in September, as scheduled.

7. Adjournment: The meeting adjourned at approximately 6:25 p.m.

(End of minutes)