

CONCERTO

LOFT CONDOMINIUM ASSOCIATION

**BOARD OF DIRECTORS MEETING
OPEN SESSION
MEETING NOTICE/AGENDA
August 25, 2011
7:30 P.M.
Concerto Tower Retail Suite, Ground Level**

I. CALL TO ORDER

II. EXECUTIVE SESSION DISCLOSURE

III. FINANCIAL UPDATE

- A. Monthly Financial Statements were e.mailed to the Board of Directors:
 - i. June 2011 Statement – July 27, 2011
 - ii. July 2011 Statement – August 18, 2011

IV. CONSENT CALENDAR

- A. Approval of Board Meeting Minutes of June 30, 2011
- B. Approval of the Customer Service Reference Sheet of June 30, 2011
- C. Approval of the Board Meeting/Agenda (Code) Resolution of June 30, 2011
- D. Approval of the Engineering Debit Card Resolution of June 30, 2011
- E. Approval of the Collection Retainer Agreement of June 30, 2011
- F. Acceptance of the Financial Statement for the period ending 6.30.2011
- G. Acceptance of the Financial Statement for the period ending 7.31.2011
- H. Acceptance of Association's July Operational Items

V. COMMITTEE REPORTS

- A. Architectural Committee
- B. Rental Committee
- C. Safety Committee

VI. UNFINISHED BUSINESS

- A. Adoption of Resident Handbook

VII. NEW BUSINESS

- A. Management Scorecards
- B. Fire Drill Training for Management
- C. Waterproofing of Common Area Infrastructure
- D. Annual Tax and Audit Treatment – CPA Engagement
- E. 2011 Fourth Quarter Operational Items
- F. Management Update

VIII. SCHEDULE NEXT MEETING

IX. OPEN FORUM

X. ADJOURN

XI. REVIEW ONLY

- ❖ ACTION LIST
- ❖ CORRESPONDENCE LOG
- ❖ ENGINEERING REPORTS
- ❖ SECURITY/ACCESS REPORTS
- ❖ ASSOCIATION REFERENCE MATERIAL
 - *Vendor Information Sheet*
 - *Board Member Contact Sheet*
 - *Annual Calendar*
 - *Annual Maintenance Calendar*
 - *Insurance Summary*
 - *Customer Service Reference Sheet*
 - *Community Map*