

Members Present

Diane Heirshberg, director, via phone  
Vicky Showalter, director  
Liz Finn Wylene, director and president  
Wylene Carol, Maintenance Manager, Acting Secretary

Meeting was called to order at 4:40 p.m. MT by Liz Finn, President

• A proposal from Z&R Management Company to commence management of the Association and its property was reviewed and discussed, and the Board members decided that it was in the best interests of the Association to accept the written agreement from Z&R Management.

Diane Heirshberg proposed the following Resolution, Vicky Schowalter seconded and the three directors voted unanimously:

RESOLVED that the Association agrees to enter into the Z&R Property Management, Professional Management Agreement with Daniels Loft Condominium Association, attached hereto as Attachment "A" (the "Agreement").

FURTHER RESOLVED that Liz Finn, President, is authorized to execute the Agreement on behalf of Daniels Loft Condominium Association (the "Association") and take such other and further steps as required to make it effective.

Therefore effective January 1, 2020, Z&R will assume management responsibilities for the Association, with Liz Finn as the Association's onsite contact. Wylene Carol will coordinate the transition of management responsibilities from Wylene to Z&R. The Directors want to thank Wylene for her many years of excellent service to the Association.

• The Board voted unanimously that Mark Ruport was removed as a signatory on Association accounts at Vectra Bank.

• The Board voted unanimously that as required by Z&R Management Company, the Association checking account will be transferred from Vectra Bank to First Bank. Authorized access to the First Bank account was given to Liz Finn, Vicky Showalter, and Wylene Carol, if approved by Z&R Management and the Association's insurance company.

• The Board voted unanimously that for the Association Reserve account, the Board will research bank ratings and savings options for selected local banks.

• Retention of a law firm recommended by Z&R Management to draft legally compliant Association Policies and Procedures for 2020 for \$685.00 was discussed by the board. The Board voted unanimously to approve retention of the law firm for said sum, and to authorize Z&R to retain the law firm on behalf of the Association for this discreet project and sum.

\*A proposed budget for 2020 was discussed and certain items will be followed up on, including insurance premiums.

• The Association annual meeting was discussed and scheduled for December 18, 2019, 5:30 MT, in order to give 30 days' notice of the meeting to all members.

Lynx Ventures LLC requested that the Board consider a written request to approve extending the business hours of prospective tenant Dauntless Brewing from 10 p.m. to 11 p.m. closing on Friday and Saturday evening. The Board discussed the subject and felt that this would be a good addition to the building. The subject was continued for further discussion and possible approval to the following week.

Meeting adjourned at 6:10 p.m. and continued to November 20, 2019 at 1:30 p.m. MST

  
Wylene Carol, Acting Secretary

Meeting adjourned at 6:10 p.m. MT