

**QUINTET HOMEOWNERS ASSOCIATION
HOA BOARD OF DIRECTORS
SPECIAL MEETING
DECEMBER 12, 2023**

**MINUTES OF THE QUINTET CONDOMINIUM BOARD OF DIRECTORS SPECIAL MEETING,
CONDUCTED IN PERSON AT CLUBHOUSE PIANO ROOM**

PRESENT: Mary Fran Faupel, Chair
Jane Edwards, Treasurer
Nancy Martin, Secretary
Tom Cherry, Director
John Gilchrist, Director (joined late)
Louise Lague, Director
Susan Morningstar, Director

Call to Order

Chair Faupel called the open meeting to order at 2:00 p.m.

Discussion:

Renewal of Comcast/Xfinity Contract, January 1, 2024-2029

The Comcast/Xfinity contract (Jan. 1, 2024 through 2029) was reviewed and discussed. The contract will provide internet service and an upgraded channel package for about the same dollar amount as our current contract.

Treasurer Edwards motioned to accept the new contract; Director Morningstar 2nd; vote was unanimous. (Director Gilchrist had given his proxy vote to Chair Faupel before the meeting as he would be joining later after another meeting).

Director Martin motioned to *adjourn the open meeting and enter into Executive Session*; Director Cherry 2nd; vote was unanimous.

Chair Faupel called the Executive Session to order at 2:13 p.m

Discussion ensued regarding the performance of the Bluestone maintenance employee. Chair Faupel stated that issues will be resolved after the Board updates and coordinates the job duties for our Quintet maintenance employee with the job duties for the Bluestone maintenance employee as provided by Chris Hill, Bluestone Real Estate Services. The Quintet Maintenance Checklist for the Bluestone maintenance employee is a “working document” and can be revised as needed. The Board was directed to provide input to the Board Chair after the Christmas holidays.

**Director Cherry moved to *exit executive session and resume the open meeting*.
Seconded by Director Morningstar. Motion passed unanimously.**

Chair Faupel called the *Open Session* back to order at 2:47 p.m.

Discussion:

- Director Cherry discussed reminding residents that building entry doors are not to be left open and to report open doors to the Security Committee.

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- Chair Faupel directed board members to review and make recommendations to the following documents:
 1. “The Quintet Condominium Maintenance Job Description Jose and Pedro Correa revised 6/20/19” (attached)
 2. “Quintet Employee Handbook” revised 3/28/2017 (attached)
 3. “Quintet Maintenance Checklist” from Chris Hill, Bluestone Real Estate Services (attached)
- Discussion ensued that Quintet employees will have same holiday schedule as the Bluestone employee.

Chair Faupel moved to adjourn. Seconded by Director Lague. Motion passed unanimously.

Adjournment: 3:05 pm

Attachments:

- Quintet Maintenance Checklist from Chris Hill, Bluestone Real Estate Services
- The Quintet Condominium Maintenance Job Description Jose and Pedro Correa revised 6/20/19
- Quintet Employee Handbook revised 3/28/2017