

336 Board Meeting Summary

January, 2008

At its January 16, 2008 meeting, the Board addressed the following matters:

- The Board reviewed and approved Alber Steel Window Company's proposal to make the necessary **repairs to the casement windows** in unit's 2B, 5B, 6B, 7A, 8A, 12A, and 16A.
- Mike Schell reminded the Board of the need to finalize the cost of the exterior project and **provide shareholders with an accounting**, ideally by the Special Meeting of Shareholders on February 27.
- The Board instructed Management to set up an appointment with the building's engineer, DNA, John Hagmann, and Seth Weinstein to discuss a date certain for completion of **the punch list items**, resolve all open issues, and bring this project to a close.
- Management reported that Columbia Grammar & Preparatory School had been rented for the **Special Meeting of the Shareholders** on February 27, 2008. The Board instructed Management to place two proxy collection boxes in the lobby to assist shareholders in voting and authorized the distribution to shareholders of an appropriate notice of the meeting, together with a letter in the form discussed and a form of proxy and consent for use by shareholders in the form discussed and approved.
- Carrie Cohen presented a draft of proposed **Sublet Guidelines**; this subject will be discussed further at the next Board meeting.