"permission from property owner"
(Dirigo Management Company)

Inspections Division
Date: 07/21/16

Commercial Unit Sign
Salon Burke would like to place a sign on the front of the building for its business. The sign's bracket will be drilled into the building, but the sign will be removable so that future unit owners may place a new sign in the bracket. The sign has been approved by the city historical zoning committee. DMC will double-check the Association by-laws to ensure adding the sign does not violate any by-laws.

Susan made a motion to approve placement of the sign, contingent upon there being no violation to the by-laws. Trevor seconded the motion, and all present Board members were in favor.

Survey
Janice developed a survey to determine unit owners' interest in making building improvements using assessments. She will make final edits to the document and distribute to the Board for final review before distribution to unit owners.

Art in Front Entrance
Janice would like to add a new piece of art in the front entranceway. She will share different proposed pieces with the Board.

Summary of Action Items

- Check Association by-laws to determine if there are any limitations on Salon Burke putting a business sign on the front of the building and **–Owner: DMC**
- Schedule carpet cleaning and window cleaning to occur on or after May 1st **–Owner: DMC**
- Provide the quote from Jack's Painting to the Board **–Owner: DMC**
- Add a table of changes in ownership/leasing to the monthly report **–Owner: DMC**
- Schedule the snow melt system in the courtyard to be turned on in September before the snow comes – **Owner: DMC**
- Send the revised building survey to the Board **–Owner: Janice**

Next Meeting
Board Meeting: Monday, June 1, 2015

Adjournment
Janice made a motion to adjourn the meeting, and Danielle seconded. All Board members were in favor. The meeting was adjourned at 7:17 PM.

Inspections Division
Date: 07/21/16

email from Kathi Nickerson confirming the sign did not violate any by-laws.

Date: Tue, 12 May 2015 20:15:45 +0000
From: Kathi Nickerson <Kathi@dirigomgmt.com>
Reply-To: Kathi Nickerson <Kathi@dirigomgmt.com>
Subject: RE: pressure washing
To: "salonburke@myfairpoint.net" <salonburke@myfairpoint.net>

Madison-

The sign you have proposed was approved at the Board meeting in April and did not violate anything in the association by-laws.

Kathi

Kathi Nickerson

Dirigo Management Company

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(207) 871-7189 (FAX)

Email: Kathi@dirigomgmt.com

Website: www.dirigomgmt.com