

Interstate Executive Center

Board of Directors Meeting Minutes

Date: May 12, 2026

Time: 12:00 PM

Location: IEC – Building 2-6818 Loop Road

Attendance: Greg Mahle, Gary Palmer, Rob Betts, Tammy Murhpy, Sara Sperry, James Abrams and Kristin Nelson

Call to Order

The meeting was called to order by Gary Palmer.

Approval of Prior Meeting Minutes

Motion to approve the March 24, 2026 Board Meeting Minutes. Motion by Gary Palmer, seconded by Tammy. Motion carried unanimously.

Review of March Financial Report

This property is operating slightly better than budget overall. Two watch items: **snow removal has already burned through the annual budget**, and **Terra Transformations in aged receivables over 30 days**. Motion denied until Jane has an opportunity to review the financials.

Delinquencies

Building 1: None

Building 2: \$465.08

Building 3: None

Building 4: Terra Transformations \$8,367.51 (Foreclosure recorded; \$15,763.51 total)

Building 5: None

Total Outstanding Fees: \$9,334.51

Reach out to Michael Miller to understand eviction process and rights of Association. Need to identify what legal rights the Association has to reclaim the property.

Exterior Lighting – Building 3

Reliable Electric repaired an underground cut wire and replaced two photocells on March 23, 2026. Lighting restored. Minor cosmetic cleanup pending. Pending information regarding any applicable charges.

Ice Damming / Roof Issues

On 3/5/26, RDA Architects returned to the site to conduct a more detailed inspection of the roof and affected areas to determine the root cause of the damage and recommend the most appropriate course of action. Updated inspection report was received and reviewed. RDA

Architects identified improper flashing, insulation gaps, and installation issues. Building 2 most impacted. Roof replacement bids requested from Tecta America, Redline Roofing, and SBC. Culmen will compare the three quotes **once they have received a quote from Copeland** Roofing of Dayton. Estimates were discussed regarding replacing buildings 1 and 2. Rob suggested that a temporary fix may be considered.

Unit Repairs due to Ice and Snow.

Unit repairs due to ice and snow have been completed. Chris with Culmen maintenance completed repairs in 3814 RH2L, 6818 Marketing Options, Empty Unit in building 2 (needed drywall), 6804 Expert Tile, 3828 Agora Realty, 6788 Full Circle Recovery, 6786 Skelley and Co. CPA, 6796 US Protection Servies. Carpet was replaced in two offices of 6788 Full Circle by The Carpet Store. Culmen will have the costs associated at the May 26th Board Meeting. Board asked to reach out to Patel to discuss repairs and get an update.

Windows

Paul from Pella windows is acting as an independent. Discussed waiting for the detailed report from Pella Windows. Estimated hardware replacement cost is \$30–\$35 per window. We discussed giving the suite owners 2 to 3 options for them to coordinate and schedule. Culmen will confirm participation/willingness to provide the report and do the work along with 2 additional vendors and an estimate for each. Culmen suggested FreshCoat and Certasite however they would require caulking the entire building and some windows have been previously done. Culmen is to find 2 additional vendors that would be willing to do the work on a per window basis.

Summer Florals

The floral proposal was included in the meeting packet. The Board recommended coordinating with Jane on her preferences and requested a quote for eight total planters: two between Buildings 1 and 2, and two at the rear entrances of Buildings 3, 4, and 5.

Building Exterior Work

Board discussed the putting this work on hold. Culmen let them know that a full property assessment was done and will be shared at the next meeting.

Parking Lot Repairs

A quote was received from Wagner, and an additional quote was requested from Vandalia Blacktop. The Board provided responses for the traffic assessment. Culmen will share those responses with the vendor and request an estimate and recommendations.

Tax Return Preparation

Bradstreet CPAs will complete tax return preparation.

Units Sold

The Board discussed Units 203 and 304 in building 5.

Open Discussion

Tracker was discussed with each item being addressed and the proper way to mark completed. Rob made the request to have a dashboard so that the Board can see progress. Culmen committed to adding the dashboard for the next Board meeting.

Next Meeting

May, 26 2026 at 12:00 PM

Adjournment

The meeting was adjourned by general consent of the Board at 1:07pm.