



Design Committee Meeting Minutes – June 5th, 2025

Meeting Summary

The Design Committee met to discuss the building renovation project, focusing on material selections and voting procedures for hallway, lobby, and common area improvements. The team reviewed design options for flooring, paint colors, lighting, and other elements, with plans to display physical samples for resident review during a 14-day voting period. Various logistical details were addressed, including meeting platforms, documentation requirements, and the need to coordinate with contractors for specific installations while maintaining the building's aesthetic and functional requirements.

Next steps

- [Design Committee: Create physical mock-up of design options with carpet, tiles, and paint for residents to view](#)
- [Vic: Send complete material alteration vote package to Castle by June 19th](#)
- [Design Committee: Review physical samples of new stone tile options for elevator lobby area once received to make final recommendations](#)
- [Design Committee: Prepare cost breakdown of selected materials as percentage of overall hallway budget for voting package](#)
- [Design Committee: Potentially strip one elevator door to examine underlying material before deciding on paint vs. wrap finish; Penthouse?](#)
- [Heidi: Provide architect's third carpet tile option specifications to the committee by tomorrow](#)
- [Heidi: Provide final quote for surface samples by tomorrow morning for board meeting on Monday](#)
- [Design Committee: Obtain and review physical samples of carpet tile for library/game room](#)
- [Design Committee Karen Winter: Obtain and review PVC baseboard samples in different heights and styles](#)
- [Design Committee: Take photos of all physical samples and post on Building Link for remote owners to review](#)
- [Design Committee Mary Rubino: Investigate available attic stock of current lobby floor tiles](#)
- [XS Management: Get samples of aluminum wrap material for elevator doors](#)
- [XS Management: Remove renderings of items not included in the current vote package](#)

- [XS Management: Get specifications for commercial grade stone tile to share with residents](#)
- Karen Winter volunteered to obtain additional baseboard samples.

Hallway Project Voting Timeline

The Design Committee meeting was called to order with a quorum present. The minutes from the May 19th meeting were approved after clarifying that certain assignments, including researching shades, would now fall under the architect's responsibility. The committee discussed the hallway project timeline, with a voting package including paint, carpet, tile, and stone for the elevator lobby to be prepared by June 18th for owner review. Heidi confirmed that owners would have 14 days to vote after receiving the materials, with Castle having 10 days to mail the packets. The committee reviewed two hallway options, with Option One being the closest to the original owner vote and Option Two being the recommendation from the Committee. Plans were made to display physical samples of materials for local owners to review during the voting period.

Material Alteration Vote Timeline

The team discussed the timeline for a material alteration vote, with XS planning to provide a quote for surface samples by the next morning. They estimated that the entire process, including a town hall meeting, would take around 24 days, with the vote likely occurring in early July.

Building Material Hallway Alteration Design Vote

The team discussed the upcoming material alteration vote for the building's hallway and lobby, presenting two design options for the lobby (leaving pipes exposed or selecting a design) and two designs for the hallway. XS explained that final shade and finish decisions would be based on physical samples due to variations between renderings and actual materials, with the team planning to send voting packages to owners within 14 days. XS also clarified that the cost differential between carpet tile options was minimal, with approximately 1,800 square feet of carpet needed per floor, and that the final pricing would be determined once exact square footage and material costs were confirmed.

Hallway Design Options Review

The committee reviewed two design options for hallway tile and paint. Option 1 featured a wood-grain stone tile with navy carpet tile and Dove White walls, while Option 2 combined carpet tile with a gray border, light gray paint, and blue tile. The architect noted that the new cooler-toned tile was an appropriate compromise between warm and cool colors, though some committee members expressed concerns about the clash between the gray walls and sand-colored tile. The committee agreed to move forward with both options for the voting package, pending the arrival of physical tile samples for a mockup.

Carpet Tile Renderings Finalization

The committee agreed to finalize the carpet tile renderings and hold off on changes until physical samples are received, with XS offering to provide three tile options for comparison. They decided to expedite the process by having a committee member obtain stone tile samples, while XS noted that any rendering changes would require a three-day turnaround for the architect. The group confirmed that the carpet tile options are final, and the target end date for preparing the package for vote remains the 18th, with the understanding that any tile changes would need to be approved by the association.

Lobby Design and Material Updates

The committee reviewed design plans for the lobby and common areas, with Heidi explaining that the proposed changes would remove outdated benches, create a single-level ceiling, and install new lighting fixtures. The architect suggested using fabric curtains instead of shades to maintain a residential feel, and presented carpet options for the library and playroom that would coordinate with the overall building design. The committee agreed to proceed with obtaining physical samples of the carpet tiles, which would be included in an upcoming material alteration vote for residents to review.

Baseboard, Elevator, Lobby Material Decisions

The team discussed baseboard options, confirming that PVC material would be used instead of wood, with a flat top design as shown in the rendering. They explored elevator door finishes, comparing painted versus wrapped aluminum options, with Heidi recommending the wrapped aluminum for better quality but noting potential scratches. The group also addressed the lobby flooring situation, where they need to determine if existing tile can be reused before deciding on either replacing it or creating an accent area with carpet or a different material.

Building Renovation Scope Discussion

The meeting focused on the scope of work for a building renovation project. The group discussed voting on paint, carpet, tile, and lighting, but decided to postpone decisions on furniture, shelving, and window treatments. They clarified that wayfinding signage and door numbers would not be included in the initial vote package. Heidi explained that items requiring a general contractor's involvement, such as electrical work and ceiling installations, would be prioritized for the vote, while maintenance staff could handle other tasks like signage installation. The group also addressed the need to reroute doorbell wiring and discussed the removal of books from the library to make way for new shelving.

Hallway Renovation Design and Budget

The meeting focused on design and cost considerations for hallway and room renovations. Sea and XS discussed lighting requirements, with XS explaining that hallway lighting must

meet mandatory photometric standards. Sea addressed concerns about wall colors, noting that physical samples would be available for review, and explained that two carpet options were being considered. Lisa raised questions about viewing physical samples, and Sea suggested checking local paint stores for color options. The total budget for the beautification package was confirmed at \$5.1 million, though specific costs for the carpet and other materials were still being determined.

Building Renovation Design Review

The design committee discussed various aspects of a building renovation project, including ceiling replacement, carpet tiles, and elevator signage. They agreed to strip one elevator door to examine the existing material and to create physical mock-ups of the design for resident review. Lisa suggested sharing photos of the current building elements on the building link platform for those who cannot attend meetings in person. The committee also addressed concerns about color renderings and the need for accurate representation of the final design.

Meeting Adjourned.