

Board Meeting  
Cleveland House (CH) Unit Owners Association  
October 6, 2015  
Langston-Brown Community Center

Call to Order:

President Mary Rufe called the meeting to order at 7:20 pm.

Roll Call:

Board members Mary Rufe, Ken Matzkin, Arlyn Charles, Johanna Sheehan, and management company representative Carolyn Cornwell were present.

The board unanimously approved the minutes of September 8, 2015.

Open Forum:

Azra Qutb and Barbara Allen were present. Ms. Qutb asked the board to intervene on her behalf about an account issue. This item was scheduled for the Executive Session.

Treasurer's Report:

1 (one) CD will mature and be rolled over at the best available rate.

Management Report:

The management representative presented the newly prepared CSC Service Works, Inc. (Coinmach) laundry room lease agreement. It is for a period of 5 (five) years. The board agreed upon the general terms of the contract including ESD Smart Cards and ESD Cart Readers; however, the board asked for clarification of the current \$1.00 cost per load to wash and dry and when the new machines would be installed.

The representative presented the new 3 (three)-year landscaping and snow removal contract from J&M of Northern Virginia, Inc. Years 2016 and 2017 the cost will be \$6,516 per year, and year 2018 the cost increases to \$6,744 (a 3.5% increase). The board unanimously agreed to the contract, and the president signed the contract.

The laundry room door on the 1<sup>st</sup> (first) floor needs to be replaced because it no longer closes. It is designated as a fire door, which must be self-closing and have proper latching. The board previously accepted the proposal from Beck's Door And Hardware. The installation date has not yet been determined.

Board Discussion:

The board once again discussed the new parking/towing contract. The board talked about the distribution of parking stickers for residents and visitor parking passes. Many residents have asked what is happening with the stickers and when are they going into effect. It was noted that the board approved the resolution in June and the

parking notices, registration forms, decals and passes at the August meeting. Mary Rufe noted that there had been a lot of deliberation at the June, July, August and September meetings by both owners and the board. The pros and cons of the parking plan and possible alternatives were debated. Mary Rufe said that the program being proposed is very similar to other condos/apartments in the area and is needed to protect our parking for all residents and their visitors. It is a very valuable benefit for Cleveland House. We want to keep it simple. It was again pointed out that the parking plan had been approved, and the management company was authorized to proceed with the planning and distribution of the resident stickers and visitor parking passes. According to our contract with A-1 Towing, the towing company will provide the appropriate parking decals. Decals must be displayed in the back left windshield of cars. Guest parking passes must be displayed on the front dashboard of a car, or the car would be towed between 5:00 pm and 5:00 am. No changes have been made to the reserved and visitor parking rules currently in effect.

#### Executive Session:

The board went into executive session to discuss a financial issue and determined that the board's selected attorney could best address the matter, and the owner would be notified.

#### New Business:

The board unanimously agreed that the December 2015 annual meeting would be held at the Lyon Village Community House on Highland Street. The hall has been reserved for Tuesday, December 1, 2015, from 6:00 to 9:00 pm. Notices will be sent to all owners.

#### Next meeting:

The next board meeting is scheduled for Tuesday, November 3, 2015, 7:00 pm at the Langston-Brown Community Center.

#### Adjourned:

The meeting was adjourned at 8:25 pm.

Respectfully submitted,  
Johanna Sheehan