

Board Meeting
Cleveland House (CH) Unit Owners Association

July 17, 2012
Langston-Brown Community Center

Call to Order:

President Mary Rufe called the meeting to order at 7:04 pm.

Roll Call:

Board members Mary Rufe, Ken Matzkin, Arlyn Charles, Johanna Sheehan, and management company representative Chris Falwell were present. Also present was Joe Tacchino of GHA; he will oversee the milling and paving of the parking lot.

Open Forum:

Johanna Sheehan reported that

an owner had damage to his storage bin in the storage room near the elevator. The board agreed that the bin would be repaired before the end of the month; and the FedEx and UPS drivers no longer appear to have keys or fobs to enter Cleveland House. Therefore packages have to be left outside the building or cannot be left at all. The drivers should contact the management office for keys or fobs.

Approval of June 2012 Minutes:

Approved as amended.

Treasurer's Report:

The treasurer noted via email that still no monies from the laundry contract have been received for several months. Management will follow up.

Management Report:

Financial Report.

The fire department inspected the building for 6 hours @ \$130 an hour. Minor deficiencies were noted and corrected.

Delinquencies were noted, and the management company will follow up with owners.

Old Business.

Joe Tacchino addressed the board and discussed with the board the 3 bids for milling and paving of the parking lot. These new bids included re-doing the drains and installing concrete curbs. The board unanimously approved the NVM bid. The board further approved that the front driveway curb would be done in cement as an add-on

unless it exceeds \$500. The start of the project is estimated to be September 2012, and as soon as the dates are finalized, notices will go out to all owners and tenants.

New Business.

Reminders - State Farm Insurance renewal will be due at the next meeting.

The 2013 budget has to be finalized at the next meeting (in August 2012).

The Virginia Legislative Office ruled that the association must have a cost schedule and a complaint process for home owners. The management company will prepare a draft resolution by the next meeting; once approved and signed, it will be distributed to all owners.

Matters for Board Action/Discussion/Information:

New Business.

The board unanimously approved the renewal of the management company contract for 2 years, effective October 1, 2012.

The board discussed the 2013 budget proposal and agreed to table a decision until the next meeting.

Old Business.

A new telephone directory should have the code numbers correspond with the unit numbers (instead of the names). The management company hopes that the directory will be ready by the next meeting.

The bids for a new front door should be available by the next meeting.

Building Maintenance:

The board approved moving the roses from the left of the front door to the right of the front door and using a shade loving ground cover on the left side.

The board unanimously agreed to buy and install a small outdoor bike rack and place it in the back parking lot close to the ramp; it is meant for visitor or short-term parking.

The board agreed that two (2) of the four (4) No Parking signs on the ramp would be moved to the loading dock as reminders of the No Parking zone.

Adjourned:

The meeting was adjourned at 8:25 pm.

Respectfully submitted,
Johanna Sheehan