

Board Meeting
Cleveland House (CH) Unit Owners Association

November 5, 2012
Langston-Brown Community Center

Call to Order:

President Mary Rufe called the meeting to order at 7:09 pm.

Roll Call:

Board members Mary Rufe, Ken Matzkin, Arlyn Charles, Johanna Sheehan, and management company representative Carol Cornwell were present as well as owners Mary Beth Allen and Viet Ly.

Open Forum:

N/A

Approval of August 2012 Minutes:

Approved as amended.

Treasurer's Report:

The treasurer noted that still no payments from the laundry contract with Coinmach have been received for several months. Management is following up. If it cannot be resolved promptly, the board will make a formal request. The board also asked GHA to look up our contract with them and find out when it expires, and if we have any other options for laundry services.

The Board agreed to contract with Singleton and Bardowski to do the annual audit for 2012 and 2013 with no increase in fee for the second year.

\$200,000 have been moved to a money market account earning .9%.

The treasurer questioned the association's Verizon telephone bill; GHA will inquire.

GHA has notified the Arlington County Office of Taxation that GHA is the association's management company.

The treasurer signed off on the annual audit.

There is still an accounting error re unit 100 that the payment is showing up as delinquent which will be straightened out by GHA.

Management Report:

Old Business.

The board members requested that a locksmith check the front door lock to establish whether it can be repaired or must be replaced.

The board approved the bid for dryer vent cleaning to be done during the week of October 7, 2012.

The resolution of the cost schedule has been signed and will be mailed to all owners.

Matters for Board Action/Discussion/Information:

The Board discussed the need to send out letters to unit owners about the results of the inspection and action needed for violations.

The board has requested a review of the Conquest contract (pest control) and approved a motion that owners and residents must contact the management company if individual unit service is needed. The rules will be amended accordingly.

The new telephone directory has been finalized. It uses the existing unit numbers (apartment numbers) as the entry telephone code numbers. The new instructions will be posted.

New business:

The Board agreed to get a bid from Fidel for the repair of those HVAC closets that need repair.

The Board discussed the need to put in at least three (3) more mature shrubs to stop foot traffic to and from the 7/11 property. A request will be made to Springfield Nursery.

The board agreed to get bids for setting two (2) large rocks at the front entrance driveway to keep trucks and cars from running over the curb and tearing up the grass.

The Board briefly discussed landscaping by the steps at the 7/11 side of the building; possibly just removing the shrubs altogether.

The board agreed that the November meeting should be changed due to Election Day on the first Tuesday of November.

The Board agreed to change the location for the annual meeting to enable more owners to attend.

The board will have two (2) of the four (4) No Parking signs on the ramp moved to the loading dock ramp.

Adjourned:

The meeting was adjourned at 8:20 pm.

Respectfully submitted,
Johanna Sheehan