

Board Meeting
Cleveland House (CH) Unit Owners Association

January 6, 2015
Langston-Brown Community Center

Call to Order:

President Mary Rufe called the meeting to order at 7:05 pm.

Roll Call:

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

The board approved the minutes of November 4, 2014, as amended.

Executive Session:

The board went into executive session to discuss assessments and overdue assessments.

The board asked the management company to take appropriate action.

Open Forum:

No owners were present to put forward issues.

Treasurer's Report:

The board agreed that reserve funds should be built up after major expenses for improvements to the building in 2014.

Management Report:

Old Business:

Carpeting of the 1st floor: The board unanimously approved proceeding with the project. One company provided carpet tile samples, and GHA Services will provide carpet tile color samples from another bidder for the board's decision.

Cleaning contract: The current cleaning company TLC has not made any improvements to their services. The board reviewed 2 additional proposals of professional cleaners, which would result in a \$7,200 increase per year. The board asked the management representative to check with the 2 bidders whether the fee included 7-day a week trash take away as well as changing light bulbs.

Follow up of inquiry: Why did ePIPE not secure, and GHA Services not request, a surety bond for the pipe lining project to guarantee that defects that may occur over time would be remediated? The surety bond cannot be provided after

completion of a project, and GHA confirmed that it is industry standard practice to rely on the warranty provided by reputable vendors.

New Business:

Rules: The board unanimously agreed to review and revise outdated Cleveland House rules as necessary. Each rule would be reviewed for a set time at every meeting. At the end of that process, the revised rules would be submitted to all owners for comment.

Lobby: A firm will be contacted to provide suggestions for the installation of a ramp in the lobby for easier access over the 2 steps.

Driveway curb: A contractor will be contacted to suggest remedies for improvement of the curb in the front driveway to discourage vehicles from driving onto the lawn as it currently happens. The board will then discuss the options and costs for improvement.

Parking spaces: In the spring the paving company will be contacted to re-stencil all the parking space numbers; they have faded since the last paving project.

Bench: the board unanimously approved to install a bench at the front entrance. Estimates for benches and installation will be gathered for the board's decision.

Board meetings: The board unanimously agreed to have periodic or set board meetings in the lobby of Cleveland House to enable more owners to attend the meetings. The board tentatively proposed to hold the March 3, 2015 meeting in the building.

Front entrance completion: The board unanimously agreed to replace the shabby carpet under the canopy to complete the front entrance project. Material and installation bids will be gathered for the board's decision.

Next meeting:

The next board meeting is scheduled for February 3, 2015.

Adjourned:

The meeting was adjourned at 8:40 pm.

Respectfully submitted,
Johanna Sheehan