

Board Meeting
Cleveland House (CH) Unit Owners Association

February 3, 2015
Langston-Brown Community Center

Call to Order:

President Mary Rufe called the meeting to order at 7:35 pm.

Roll Call:

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

The board approved the minutes of January 6, 2015.

Open Forum:

No owners were present to put forward issues.

Treasurer's Report:

No discussion took place.

Management Report:

Old Business:

Cleaning contract: The current cleaning company TLC has not made any improvements to their service or their proposal to continue their long-running contract; therefore, the board reviewed 2 outside proposals of professional cleaners. The board unanimously approved the bid from Clean Advantage Corporation for service Mondays through Saturdays, effective March 1, 2015, at a monthly cost of \$2,474.

Carpeting of the 1st floor: The board unanimously approved the installation of carpet tiles by Nic-Lor Floors for \$6,420.57. Notices will be posted when the installation is scheduled.

ePIPE pipe lining project close-out: The board has received informational notices from ePIPE and will make distribution of the information to all owners by mail. This information will also be added to all Resale Packages to new owners.

Lobby: amramp, a company specializing in ramp installation, was contacted to provide suggestions for the installation of a ramp in the lobby. In order to accommodate the two (2) steps from the hallway to the lobby, a 12.5-foot ramp would have to be installed in the lobby with rails. The board unanimously agreed to table this project.

Driveway curb: Portugal Construction, specializing in concrete work, has been contacted to give an estimate for improvement of the curb in the front driveway to discourage vehicles from driving onto the lawn, damaging the lanterns or the canopy as it currently happens.

New Business:

Rules: The board has tabled the start of the review and revision of outdated Cleveland House rules until the March meeting.

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 installation of a bench at the front entrance. No estimates for a bench and the installation have been received.

Front entrance completion: No estimate has been received for the replacement of the shabby carpet under the canopy at the front entrance.

General Discussions:

A question was raised about the number of storage bins per unit. It is a limited common element. Each unit is assigned one (1) storage bin. At this time no requests have been made for any storage bins.

An owner suggested that a directory might be created for all owners and residents posting the phone numbers of emergency contacts in case of plumbing emergencies etc. (particularly after hours contact numbers) as well as the proper procedures for handling issues such as when to contact the Management Company, when and how to contact the Board, when to call the Police and when to contact a unit owner.

Water tier shutoff valves in 1st floor units: In case water shutoff by tiers is needed, specific units on the 1st floor have to be accessed. The owner would be notified 72 hours in advance (if it is not an emergency), and a board member or GHA representative would give the plumber access to the unit if the resident or owner can not be present. This item will be added to the rules, and the effected owners will be advised.

Next meeting:

The next board meeting is scheduled for March 3, 2015, in the lobby of Cleveland House, 1931 N Cleveland Street.

Adjourned:

The meeting was adjourned at 8:30 pm.

Respectfully submitted,
Johanna Sheehan