

Board Meeting
Cleveland House (CH) Unit Owners Association
August 9, 2016 (postponed from August 2, 2016)
Langston-Brown Community Center

Call to Order:

Mary Rufe called the meeting to order at 7:10 pm.

Roll Call:

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

The board unanimously approved the minutes of July 5, 2016, as amended.

Owners' Forum: No owners were present.

Treasurer's Report:

The management representative provided a proposal for the 2017 budget and a 0% increase of the monthly assessments which the board unanimously approved.

One (1) of the association's four (4) CDs invested with Eagle Bank in the amount of \$52,317 would mature on August 17, 2016. The management company would research if a better investment option could be found; otherwise it would just be renewed for a recommended 18 months period.

The board requested a copy of the completed Reserve Study from the management company.

Management Report:

The management representative presented a revised trash collection contract from Waste Management. The new contract would be for a three (3) year period. The board discussed the proposed increase and requested that our management company would provide three (3) proposals from reputable trash removal companies for the board's consideration.

The carpets throughout the building need to be cleaned after the ePIPE and the stairwell flooring projects are completed. The board received two (2) proposals and unanimously approved carpet cleaning by GAPE General Services for \$1,500.

The board received proposals from three (3) security companies for installation of three (3) security cameras for the parking lot (2 for the visitor parking area and 1 for the dumpster area). The board approved the installation by ESSI pending positive results of price negotiations. ESSI is Cleveland House's security company who installed the three (3) cameras now operating at the building's three (3) points of entry/exit.

The board agreed that cleaning the sewer stacks is an essential maintenance requirement and is waiting on bids for cleaning of the stacks every two (2) years.

The board discussed again whether the windows should be cleaned from the outside of the building. The board requested that our management company obtain several cost estimates and would discuss the matter after their receipt. One of the considerations is access to the windows and screens from the outside.

The shrubs along the fence on the 7-11 side, visitor parking, have been trimmed back recently to keep them from hanging over and damaging parked cars. The shrubs are old and are no longer an attractive barrier between CH and the 7-11 parking lots. However, replacing the shrubs is not an option since there is no access to water in the parking lot. The removal of the shrubs would first require coordination with the 7-11 property owner(s) because the shrubs are entwined in the 7-11 chain link fence. After the shrub removal, the association would have to replace the 7-11 chain link fence plus install a more attractive privacy fence for the CH parking lot. Therefore, the board unanimously decided to table this project.

Executive Session:

The board went into Executive Session to discuss payment delinquencies. The management company will review the delinquencies and take follow-up steps to resolve these instances of indebtedness.

Next meeting:

The next board meeting is scheduled to take place at Langston-Brown Community Center at 7:00 pm on Tuesday, September 6, 2016.

Adjourned:

The meeting was adjourned at 8:30 pm.

Respectfully submitted,
Johanna Sheehan