

Board Meeting
Cleveland House (CH) Unit Owners Association
September 6, 2016
Langston-Brown Community Center

Call to Order: 7:05 pm.

Roll Call:

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

The board unanimously approved the minutes of August 9, 2016.

Owners' Forum:

One (1) owner attended the meeting and brought to the board's attention

- that the entrance door at the 7-11 side of the building is not closing properly; this had been noted by the board previously and the repair of the door would be scheduled for the following week, after the ePIPE project would be completed;
 - that minor damage was done in the owner's unit by the ePIPE technicians. The matter has been referred to Andro Tomic of GHA Services for resolution ;
 - that the association should look into "beautification" of the parking lot by planting new shrubs along the fence at the back of the parking lot. So far, the association has not received any proposals for access to water in order to keep the shrubs alive once planted; and
 - that the owner had a problem with the AC condensate line to the outside of the building and asked if all the AC condensate lines could be checked and repaired as necessary. The board discussed this issue and agreed that Fidel Flores, the association's HVAC technician, should check all the outside condensate lines in May 2017 and make any necessary repairs.

Treasurer's Report:

One (1) of the association's four (4) CDs invested with Eagle Bank in the amount of \$53,167 would mature on October 27, 2016. The management company would

research if a better investment option could be found; otherwise it would just be renewed as is .

Management Report:

The management representative provided a revised trash collection contract from Waste Management. The current contract will expire in April 2017. The board discussed the proposed contract 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 will be cleaned in October 2016 by GAPE General Services for \$1,500.

The board unanimously approved the installation by ESSI and signed the contract to install three (3) cameras in the parking lot; two (2) for the visitor parking area, and one (1) in the dumpster area.

The board requested that our management company obtain bids for cleaning of the sewer stacks every two (2) years.

Board Discussion:

The board discussed the estimate for window cleaning from the outside of the building; however, since no guarantee could be made if any windows or screens would be damaged by the cleaning crew, the board unanimously disapproved the project.

There is a leak in the outside wall of the storage room in the basement. When it rains, water seeps through and pools on the floor. Therefore, the board requested that several vendors be contacted immediately by the management company on how to repair this damage and seal the outside wall. This is a priority.

The board previously discussed the reduction of the "move-in fee" to 50 dollars in accordance with the Virginia Condominium Act and agreed that the management company would notify all owners of the revised fee and update the CH Rules.

The board discussed the choice of location for the annual meeting and agreed that the space at the Langston-Brown Community Center at no cost would be as easily accessible for owners as any location rented for a fee.

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, October 4, 2016.

Adjourned:

The meeting was adjourned at 8:30 pm.

Respectfully submitted,
Johanna Sheehan