

Board Meeting
Cleveland House (CH) Unit Owners Association
January 2, 2018
Langston-Brown Community Center

The meeting was called to order at 7:03 pm.

Roll Call:

Board members Mary Rufe, Ken Matzkin, Johanna Sheehan, and management company representative Katie Halfhill were present.

The board unanimously approved the minutes of November 7, 2017.

Open Forum: One (1) unit owner was present to discuss issues in the owner's unit. No action was required by the association.

Treasurer's Report:

The management representative notified the board that no action was required on any financial statements.

Management Report – Old Business:

The board received two (2) additional proposals for replacing windows and glass sliding doors to improve utility costs and aesthetics. The board selected St. Claire Window & Door Corporation, the parent company of Thompson Creek Window Company. (This item will be detailed under New Business.)

The board requested an estimate from Porcelite for a wall surround to cover the outdated pink tiles in the association's owned unit #100. That would complete the upgrade of the unit.

Minor maintenance work in the building and the parking lot was requested to be completed by a handyman.

The board unanimously ratified a proposal made by the attorney's office for CH.

New Business:

Originally “windows and doors” were scheduled as agenda item for the annual meeting; however, no quorum for a meeting was reached.

Meanwhile the board requested a legal opinion about the replacement of all unit windows and glass sliding doors in the building to improve utility costs and aesthetics.

The legal opinion was that the doors and windows within the individual units were not expressly addressed in the CH condominium instruments. Therefore the association generally does not have the authority to repair and/or replace the doors and windows. The unit owners would be responsible to pay for all maintenance, repair and replacement of the doors and windows in their units.

The members of the board established strong guidelines/standards pertaining to the replacement of doors and windows in the units. These changes will be included in the proposed House Rules.

The board further requested that the management representative would contact St. Claire to provide estimates for window and/or door replacements in accordance with the newly established standards for CH. Unit owners who need to replace or upgrade their current windows and doors in their units must comply with the newly established standards; however, existing windows and doors will be grandfathered in.

The board also requested that the management company would provide price quotes from St. Claire and would ask owners to indicate whether they were planning to make needed replacements or improvements this upcoming spring, which should result in a bulk discount for windows and/or doors.

Executive Session:

The board went into executive session briefly to discuss delinquencies. At this time, no action by the management company was required.

Next meeting:

The next meeting is scheduled to take place at Langston-Brown Community Center on Tuesday, February 6, 2018, at 7:00 pm.

Adjourned:

The meeting was adjourned at 8:10 pm.

Respectfully submitted,
Johanna Sheehan