

Board Meeting
Cleveland House (CH) Unit Owners Association
January 5, 2016
Langston-Brown Community Center

Call to Order:

President Mary Rufe called the meeting to order at 7:12 pm.

Roll Call:

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

The board unanimously approved the minutes of October 6, 2015.

Treasurer's Report:

The currently maturing CDs will be turned over automatically.

Management Report:

The new parking policy is in effect.

Singleton & Bardowski, LLC, CPAs are preparing the required annual audit. The auditor recommended to increase the fidelity insurance with the current insurance company, State Farm.

The board unanimously approved removal of all the shrubs along the back of the parking lot. The shrubs cannot be transplanted because of their age and poor condition; and no new shrubs can be planted without access to water.

Board Discussion:

The board requested an update of the information sheet for Cleveland House that would include whom to call with particular problems such as plumbing or repairs. The management company will prepare a draft for board approval.

The board requested an estimate for an outdoor faucet on the 7-11 side of the building for watering plants along the steps.

The board discussed renovation of the two (2) staircases in the building by replacing the tiles and stair coverings in the stairwells by installing new floor covering and stair treads

to make them safer; and to paint the walls, rails, and doors. The board requested estimates for painting and flooring.

The board suggested an update to the call box instructions by installing metal plates with information on how to access the three (3) entrance doors. The management company will contact ESSI.

Next meeting:

The next board meeting is scheduled for Tuesday, February 2, 2016, 7:00 pm at the Langston-Brown Community Center.

Adjourned:

The meeting was adjourned at 7:40 pm.

Respectfully submitted,
Johanna Sheehan