

Board Meeting  
Cleveland House (CH) Unit Owners Association

July 2, 2013  
Langston-Brown Community Center

Call to Order:

President Mary Rufe called the meeting to order at 7:15 pm.

Roll Call:

Board members Mary Rufe, Ken Matzkin, Arlyn Charles, Johanna Sheehan, and management company representative Carolyn Cornwell were present as well as owner John Juilfs. The board approved the minutes of June 4, 2013, as amended.

Open Forum: Johanna updated the board members and Carolyn Cornwell on the unit inspections and the keys that are not updated. Mr. Flores is going to finish the inspections by July 6, 2013.

Johanna reported comments she received about the disturbing dog barking, the untrimmed shrubs along the back parking lot, and the cigarette butts by the front door. The board agreed to let the owner(s) of the dog know that the barking is disturbing; we would observe Springfield Nursery next time they trim shrubs; and that we would notify the residents/owners about the unsightly and dangerous throwing of hot cigarette butts onto mulch.

Johanna also informed the board that an owner has found cracked bricks in the HVAC closet. The board will ask Mr. Flores to add this item to the scope of work for future inspections.

Treasurer's Report:

The board will work on the draft budget for 2014.

In Executive Session, the board agreed to reduce an owner's two (2) late fees to one (1) late fee.

Management Report:

Old Business.

The board has approved the purchase and installation of anodized architectural grilles for all HVAC grilles on the building. The board has asked if it is possible that two (2) grilles (one beige, one tile red) could be installed in order for the board to make the decision on the color choices before all grilles are installed on the whole building.

A review of last year's inspections showed that 13 HVAC closet ceilings have to be replaced. The work will begin in August 2013. All 13 owners/residents will be individually notified when the construction company has set a timetable for the work.

The front entrance awning is ripped along the front. The awning company has inspected the site and determined that the awning must have been torn by a large truck; wind alone could not damage the material. The awning cannot be repaired. The board

unanimously agreed to the replacement; however, we will hold off until next fiscal year (beginning October 1, 2013) to replace the awning. In the meantime, we will also check into more permanent options. If the awning is replaced, it will be fastened underneath to make it look more professional.

The landscaping company has made shrub replacements and fixed the drain next to the steps; however, the board is not satisfied with Springfield Nursery's installation of the drain by the steps; we have asked that the management company contact the nursery to make improvements.

Matters for Board Action/Discussion/Information:

New Business.

Prepare the budget for FY 2014.

In a Special Meeting the board unanimously selected John Juilfs to the board as treasurer.

Next meeting:

Tuesday, August 6, 2013, at 7 pm.

Adjourned:

The meeting was adjourned at 8:00 pm.

Respectfully submitted,  
Johanna Sheehan