

Board Meeting

Cleveland House (CH) Unit Owners Association

July 5, 2016

Langston-Brown Community Center

Call to Order:

Mary Rufe called the meeting to order at 7:04 pm.

Roll Call:

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

The board unanimously approved the minutes of June 7, 2016.

Owners' Forum:

An owner submitted a written suggestion that the sewer stacks should be cleaned regularly to prevent back-up and flooding problems. The subject would be addressed later under "board discussions."

Treasurer's Report:

The management representative provided a proposal of the 2017 budget to be discussed with the full board at the next meeting.

The board unanimously approved to transfer \$100,000.00 into the replacement reserve fund. One of the Association's four (4) CDs invested with Eagle Bank in the amount of \$52,317 will mature in August 2016. The management company will research the best re-investment options.

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

Management Report:

The management representative notified the board that LUX Flooring Specialists are still waiting for the tiles and stair treads to finish the stairwell project. The materials are tentatively scheduled for delivery in the next week.

The board unanimously approved ePIPE to line the water pipes along the first (1st) floor so that the remainder of the building's water pipes are cleaned and lined. The total cost will be \$52,113. The contract has been signed. The start of the project is scheduled for August 2016. Andro Tomic of GHA Services will manage the project. At the same time, the leaking pipe near the valves in tier 12 on the first (1st) floor would be repaired.

The board has 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.

Board Discussions:

The board discussed and agreed that cleaning the sewer stacks is an essential maintenance requirement and requested that our management company obtain several bids for cleaning of the stacks at least every two (2) years.

The board discussed whether the windows should be cleaned from the outside of the building. The board requested that our management company obtain several cost estimates and will discuss the matter after their receipt.

The carpets throughout the building need to be cleaned after the ePIPE and the stairwell flooring projects are completed. The board requested that our management company obtain estimates for the carpet cleaning.

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. However, the shrubs are old and are no longer an attractive barrier between the Cleveland House and 7-11 parking lots. Replacing the shrubs is not an option since there is no access to water in the parking lot. Therefore, the board requested that our management company obtain estimates for removal of the shrubs and several estimates for the installation of privacy fencing along the visitor parking spaces.

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, August 2, 2016.

Adjourned:

The meeting was adjourned at 8:13 pm.

Respectfully submitted,

Johanna Sheehan