

Board Meeting
Cleveland House (CH) Unit Owners Association

November 4, 2013
Langston-Brown Community Center

Call to Order:

President Mary Rufe called the meeting to order at 7:00 pm.

Roll Call:

Board members Mary Rufe, Ken Matzkin, John Juilfs, Johanna Sheehan, and management company representative Jen Ann Santiago were present.

The board approved the minutes of October 1, 2013, as amended.

Open Forum:

Johanna Sheehan reported on a suggestion made by owner James Godwin to have the existing HVAC individual covers painted in a color matching our bricks rather than installing architectural grilles over the covers on the outside of the building. The existing covers would blend in with the bricks, and the project would be more economical. The board unanimously agreed with this suggestion and asked for bids.

Treasurer's Report.

The repair of the broken glass entrance door, north side, has been invoiced to the owner who broke the glass.

A report of an insurance deductible was mentioned; however, no claims have been filed with the insurance company.

The American Bank money market account is \$201,687.21. The board agreed to invest \$50,000.00 of that amount at a higher rate CD. To maximize returns, the board also approved that the current CDs would be invested longer term when they are due because we have no near term need at the moment for a significant amount of money.

Management Report:

Old Business:

Springfield Nursery has provided a new contract for landscaping and a contract for snow removal. The board unanimously approved the snow removal contract and asked for two (2) more landscaping bids which will include snow removal.

The front entrance awning is ripped along the front. The board has only received one (1) bid so far. The board requested two (2) more bids. The board also asked for bids for a ceiling under the canvas that would cover the pipes.

Because of the ongoing problems with water pipes in the building, the board has asked again for bids for sealing the insides of the copper pipes. The board will ask a company representative to attend a future meeting where he/she could answer questions about the installation, potential problems, and warranty.

The board also requested bids to install master shut-off valves in each unit.

New Business:

The Lyon Village Community Center is not available for the annual meeting; therefore, the annual meeting will be held at the Langston-Brown Community Center on December 3, 2013. All board members' terms have expired.

The drum of hazardous material someone stored in the water shut-off room has been placed in a 55 gallon drum to keep it from leaking and will be removed by a licensed company as soon as VDOT approval is received.

At 8:15 PM the board went into Executive Session to discuss overdue assessments and owner issues.

Next meeting:

The annual meeting is scheduled for Tuesday, December 3, 2013, at 7 pm.

Adjourned:

The meeting was adjourned at 8:20 pm.

Respectfully submitted,
Johanna Sheehan