

Board Meeting
Cleveland House (CH) Unit Owners Association

May 6, 2013
Langston-Brown Community Center

Call to Order:

President Mary Rufe called the meeting to order at 7:05 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 Mary Beth Allen.

The board unanimously approved the minutes of April 2, 2013.

Open Forum:

Mary Beth brought to the management representative's attention the need for the company accountant to call her because of an issue regarding her condo fee.

Mary Beth also mentioned that many times the laundry machines are not emptied for the next user. We will remind all owners and residents (via email if possible) that the rules state "Do not keep other residents waiting by leaving laundry in the machines after the wash or dry cycle is complete."

Treasurer's Report:

No new action.

The treasurer position has not been filled yet.

Management Report:

Old Business.

GHA confirmed that we are able to purchase and install anodized architectural grilles, color brown, to match our windows. The management company further confirmed the measurements of the largest A/C openings; that will be the standard for all grilles. GHA suggests louvers to face up on the top and face down the rest of the grille. We are also trying to get smaller louvers to make the grilles more appealing. The board hopes to finalize the bid at next month's meeting. The estimated cost is \$34,000.

GHA has sealed the vents on the roof and has arranged for the damage repair in unit 601.

A review of last year's inspections shows that 13 HVAC closet ceilings have to be replaced. The board requested at least two (2) bids.

The front entrance awning is ripped again along the front. The association has an estimate for the replacement; however, the board requested suggestions and cost estimates for a more permanent cover to avoid the canvas awning replacement every few years.

On May 8, 2013, All Plumbing will try to identify tiers to match the shut off valves in the basement in order to keep from shutting off water for the whole building when repairs are needed.

The board unanimously approved the bid for landscaping updates to remove and replace dead shrubs and install sod on the side of the building next to the steps.

The landscaping contractor recommended removal of the large tree next to the ramp in front of the building. The board agreed to hold off on the project for the time being.

Two (2) new LED lanterns will be installed this month to replace the ones by the steps and in back of the building.

Matters for Board Action/Discussion/Information:

New Business.

Schedule annual inspection for June 2013 for obvious water leaks in the individual units, the working order of smoke alarms, and clearing A/C condensate lines.

Building maintenance issues:

Clean out the water shut off room and discard old hoses and dried out cans of paint.

Find a carpet cleaner/repair for the large stained area on the 5th floor and stretching the carpet on the 1st floor, north side.

Next meeting:

Tuesday, June 4, 2013, at 7 pm.

Adjourned:

The meeting was adjourned at 8:15 pm.

Respectfully submitted,
Johanna Sheehan