

Board Meeting
Cleveland House Unit Owners Association
June 10, 2014
Langston-Brown Community Center

Call to Order:

President Mary Rufe called the meeting to order at 7:06pm

Roll Call:

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

The board unanimously approved the Minutes from May 6, 2014.

Owners Forum:

Mary Beth Allen was present to report that an owner's front door did not have a conventional lock but a combination lock. The board discussed the need to access the unit in case of an emergency and decided that a letter would be sent to the owner of the unit requesting that the combination of the lock be submitted to the management company or the lock be replaced with a key lock with a copy of the key to be submitted to the management company.

Mary Beth Allen noted that the opening of the Cloud Lounge in the 7-11 building might be causing their patrons to use our parking spaces. Someone in our building also presented this in an anonymous note. The board discussed the issue, and although we have no evidence regarding illegal parking in our lot, a formal notice would be posted throughout our building that reminds residents that without any notice, residents may request directly that vehicles be towed at the owner's risk if one is parked in a space assigned to another unit without express authorization or an unauthorized vehicle is observed parking in one of our visitor parking spaces (contact information for the towing company would be included in the notice). Also, any issues regarding noise from the lounge should be reported by residents affected by the noise directly to the Arlington police department at their non-emergency number (this number also would be included in that same notice).

Treasurer's report:

The CD due on August 10, 2014, would be used for the ePipe project..

The board briefly discussed the significant increase in natural gas and water charges over the budgeted amounts. The management representative will check into any discrepancies and research whether there was a raise in water charges implemented by the County.

Management Report:

The management representative presented a cost estimate from J&M Of Northern Virginia Inc., the landscaping company under contract with Cleveland House (CH). The estimate is for a one-time landscape enhancement of the CH property. It includes pruning of the trees in the front driveway and trimming of all the hedges surrounding the parking lot. The board unanimously approved the proposal for \$2,670. Once the work is scheduled, a notice would be provided to residents whose cars are parked close to the shrubs. The residents would be asked to move their cars a short distance away from the shrubs while the work is being performed. After completion of the project, this specific work will be included as regular maintenance items.

The management representative reported GHA Services's suggestions for replacement of the awning over the front entrance. Trucks driving too closely to the awning damaged it. In order to pull the awning away from the driveway, we have learned that the current structure will have to be replaced. Because of this, it was suggested that a general contractor needed to be engaged to remove and build a new structure. Therefore, a design for a new entrance way would be provided, and bids will be sought for cost estimates.

At the same time, we will ask contractors to also give estimates for replacement of 10 damaged canvas balcony dividers in the front of the building. Birds resting on the canvas dividers have probably caused the damage to the canvases. GHA Services suggested a non-canvas divider that would reach to the ceiling of those balconies be installed to keep the birds away.

Once again the subject of architectural grilles was discussed. During a meeting with GHA Services representatives and Johanna Sheehan at the building, she pointed out that the current sample grilles were overpowering on a building of this size, and the representative agreed that a thinner grille would be requested and attached for the board's review.

The management representative provided copies of the notices regarding the June 30, 2014, meeting in the building, subject ePipe Lining Project. The copies would be distributed to all residents in the building, and additionally the notices would be mailed to each owner. Shortly before June 30, 2014, a brief notice as a reminder of the meeting would be posted in the building.

The board discussed the relocation of bathtub valves from behind the dishwashers to underneath the kitchen sinks which has been requested by some of the owners. The board concluded that the best option would be to have this work done by the plumbing company working with ePipe after completion of the project, since this company would have the correct lined pipes to install when performing the job. The board suggested that owners would be informed of the cost to them to have this work done, and then the work could be coordinated with the least inconvenience to all residents.

Fidel Flores will be contacted regarding the annual inspection of all HVAC units and plumbing in the building. For the safety of all residents in the building, the board unanimously agreed to provide batteries to Mr. Flores for replacement in any smoke detectors that need them. However, owners must certify the installation of a new smoke detector if none was present at the time of the inspection, or the smoke detector was not functioning after installation of a new battery.

Unit 100 has not been rented yet. The board agreed that an incentive for quicker rental could be offered.

Next Meeting:

Tuesday, July 8, 2014, at 7pm.

Adjourned:

The meeting was adjourned at 8:10 pm.

Respectfully submitted,

Johanna Sheehan