

Board Meeting  
Cleveland House (CH) Unit Owners Association

June 19, 2012  
Langston-Brown Community Center

Call to Order:

Vice President Ken Matzkin called the meeting to order at 7:06 pm.

Roll Call:

Board members Ken Matzkin, Michele Thieme, Arlyn Charles, Johanna Sheehan, and management company representative Chris Falwell were present.

Open Forum:

Johanna Sheehan reported that an owner noticed a leak in their storage bin, and she had noticed an additional leak in the storage room near the elevator. It was agreed that a plumber would be called to repair any damage.

Approval of May 2012 Minutes:

Approved as amended.

Treasurer's Report:

The treasurer reported that the \$100,000 now invested at 1% earnings would expire in July 2012. The money will be reinvested at the best rate.

The treasurer asked, and GHA confirmed, that no monies from the laundry contract have been received in several months. Management will follow up.

Management Report:

Parking lot asphalt bids. The proposals have not been finalized yet.

The yearly audit review is pending.

The fidelity coverage has been raised to \$500,000.

Matters for Board Action/Discussion/Information:

Old Business.

Minor maintenance contract. The board unanimously approved Adrian Leyva as the new handyman for Cleveland House pending receipt of the required documentation. The board discussed again the urgency of replacing the front security door; the locking mechanism and frame are worn out, and only a short-term emergency repair was made. Bids for replacement of the door are still pending.

The management company completed a new number list of the telephone directory. It was suggested that the unit numbers should be used instead, and management will determine the cost for redoing the directory.

The budget for 2013 needs review and approval by September 1, 2012.

The new indoor light fixtures would be purchased and installed as soon as possible.

#### New Business:

Ken offered his assistance of removing the multiple lock boxes attached to the electric/telephone pipe by the inner front door. Any valid boxes would be relocated to the stand outside the double doors in front of the building.

The extension of the management contract is due in July 2012.

The yearly inspection of all units and condensate lines is due. Fidel Flores will be contacted to perform that service.

The hallway carpets appear not to have been pre-treated when they were shampooed. Management will contact the carpet cleaners and request a more thorough stain treatment before the next shampooing.

#### Adjourned:

The meeting was adjourned at 8:20 pm.

Respectfully submitted,  
Johanna Sheehan