

Board Meeting  
Cleveland House (CH) Unit Owners Association

August 21, 2012  
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, Michele Thieme, Arlyn Charles, Johanna Sheehan, and management company representative Chris Falwell were present

Open Forum:

Johanna Sheehan reported that an owner wondered about the ceiling on the 1<sup>st</sup> floor and suggested removal of cosmetic "breaks" in the ceiling that some believe interfere with the sight line of the hallway. The board agreed not to take any action.

An owner reported that the dryers are very hot; the management company will contact Coinmach or a duct cleaner to clean the vents.

Johanna Sheehan acknowledged that James Godwin was extremely helpful during the interior light installation in the building.

Approval of July 2012 Minutes:

Approved.

Treasurer's Report:

The treasurer noted that still no payments from the laundry contract (Coinmach) have been received for several months. Management will follow up.

A new contract for pest control services (Conquest) was approved for one (1) year and signed.

Management Report:

Old Business.

The 2013 budget. The board unanimously agreed that no increase of the current condo fees would be assessed for the 2013 budget year.

Possible roof leak above unit 613. The management company has contacted the roofing supplier, and a warranty ticket has been issued. The management company will follow up.

Need for a spare key to operate the elevator – still pending.

Low battery in the storage room (security doors back-up) – still pending.

## New Business.

The Virginia Legislative Office ruled that the association must have a cost schedule and a complaint process for home owners. The management company has prepared a resolution of the complaint procedure; the board unanimously approved the resolution, and it was signed.

The resolution of the cost schedule is still pending.

## Matters for Board Action/Discussion/Information:

### Old Business.

The annual inspection of all units has been completed, and the management company will send letters to the owners if any deficiencies were found. Owners will have 30 days to make repairs. The Association will have defective HVAC closet ceilings replaced or repaired as needed.

Many of the condensate lines have been replaced this year; the Board approved replacement of the remaining condensate lines.

A new telephone directory with the unit numbers corresponding with the code numbers (instead of the names) is still pending.

One bid for the installation of a new front door was available; however, the board was not satisfied and questioned what exactly is wrong with the front door that it needs to be replaced. The management company will get answers from the supplier.

### Building Maintenance:

The board unanimously approved removing the roses from the left side of the front door and fill the space with mulch.

The board approved the purchase of a small outdoor bike rack for visitor or short-term parking and will have the paving company place it in the back parking lot at the end of the delivery ramp.

The board will have two (2) of the four (4) No Parking signs on the ramp moved to the loading dock by the paving company.

### Adjourned:

The meeting was adjourned at 8:35 pm.

Respectfully submitted,  
Johanna Sheehan