

Board Meeting  
Cleveland House (CH) Unit Owners Association  
February 2, 2016  
Langston-Brown Community Center

Call to Order:

President Mary Rufe called the meeting to order at 7:07 pm.

Roll Call:

Board members Mary Rufe, John Juilfs, Arlyn Charles, Johanna Sheehan, and management company representative Carolyn Cornwell were present.

The board unanimously approved the minutes of January 5, 2016, as amended.

Owners' Forum:

Barbara Allen was present and commented on the installation of the new laundry machines by CSC Service Works; she would have preferred more advance notice of the installation and received more detailed instructions on how to use the machines.

Management Report:

The previously approved shrubbery removal from the back fence of the parking lot will be scheduled in the next couple of weeks.

The board discussed the call box instructions on how to access the three (3) entrance doors. The management representative explained that a sturdy, engraved plastic sign would be very durable. The board briefly discussed the appropriate wording for the signs and approved the purchase.

The board unanimously approved the proposal by Portugal Concrete to replace the cracked outside bedroom windowsill of unit 112 as soon as the weather permits.

The board previously requested an estimate for an outdoor faucet on the 7-11 side of the building for watering plants along the steps; however, the management representative reported that no water hook-up could be installed on that side of the building; therefore, the board agreed not to replace the shrubs again, if the plants do not survive the winter.

The board listened to the report of the installation of the new laundry machines containing smart cards. Generally all is satisfactory; one (1) smart card per unit has been distributed. If unit owners request extra cards for multiple tenants, the management company will provide one (1) additional smart card. The board members discussed the new fee of \$1.25 per load to wash and \$1.25 to dry laundry and asked that the management company approach CSC again about changing the fee back to \$1.00 as verbally agreed upon.

The management representative will gather bids for renovation of the two (2) stairwells. The stairwells will need repainting of the walls, doors and rails; installation of stair treads; and covering of the stair landings with slip resistant material.

Board Discussion:

The board discussed the problem with the north side stairwell, 5<sup>th</sup> and 6<sup>th</sup> floors. The heavy snowfall last month made the stairs and landings very wet. The board requested a study of possibly totally enclosing the skylight and slots that let rain and snow into the building. The board questioned whether there is an issue with the building code that requires that the skylight needs to have openings. There is no skylight on the south side of the building.

Executive Session:

The board went into Executive Session to discuss delinquencies and a legal matter. The management company will review the issues and respond accordingly.

Next meeting:

The next board meeting is scheduled to take place in the lobby of Cleveland House at 7:00 pm on Tuesday, March 1, 2016.

Adjourned:

The meeting was adjourned at 8:15 pm.

Respectfully submitted,  
Johanna Sheehan