

Cleveland House Condominium

Board Meeting Minutes

July 19, 2011

7401 Old Maple Square

McLean, VA 22102

7:10pm Call To Order: Meeting was called to order. Present at meeting – Board Members: Bernie Dworski, Michele Thieme, and Susanne Maurer; and Management company representative: Chris Falwell. Unit Owner: Barbara Allen.

7:12pm Special Meeting: President called Executive Forum and discussed two open positions on the Board. Johanna Sheehan was elected to the Board.

7:15pm Owner's Forum: The unit owner present did not bring up any concerns.

7:18pm Approval of Minutes

Board discussed meetings, changes were made to June minutes and minutes were approved as amended.

7:23pm Treasurer's Report

- Treasurer inquired about Verizon bill.
- Treasurer inquired about the lack of budget for HVAC. GHA Rep will look into the situation and e-mail Board.
- Treasurer inquired about the lack of Management fee this month as well. GHA Rep reported that he will send over an updated Financials.
- Treasurer discussed bill for water/sewer for the month. GHA Rep will follow up with treasurer.
- Board discussed move-in fees and insuring that owners relay the information to tenants, as well as a way to insure new owners pay move-in fees as well.
- Treasurer and Board discussed maintenance schedule for the building.
- President discussed Board owned unit and possible repairs to the unit – kitchen cabinets, water damage to the ceiling in the living/dining room, and the shower rod. Board discussed increasing the rent of the unit. President made a motion to rent the unit for \$1400 and spend \$150 to repair the ceiling, \$30 for the shower rod, \$140 to repair the cabinets and drawers.

7:55pm Management Report

Old Business:

- **Condensate Line Maintenance:** GHA Rep discussed the cleaning on the lines in each unit. He reported that the company recommends cleaning the lines every month from April-September. Board discussed getting more information, in addition to a second opinion. GHA Rep will discuss with Board member and create a notice in order to do the scaling inspection in several of the units.
- **FIOS:** GHA Rep reported that he sent the W-9 last week.
- **All Plumbing:** GHA Rep reported that he will check that the letter was sent out.
- **Signage:** GHA Rep reported that has the sign and it will be posted.

New Business:

- **Insurance:** GHA Rep discussed the renewal notice from State Farm. The Board discussed how the February insurance claim likely increased the premium. GHA Rep discussed the increase with the Board's State Farm representative. State Farm has presented a \$25360.00 annual premium. State Farm reported that they might lower the premium if they are able to subrogate from the tenant responsible for the water damage. Motion was made to approve the premium and motion was passed.
- **Draft Budget:** GHA rep presented the DRAFT 2011-2012 budget to the Board. Treasurer asked to GHA Rep to add increased rent to the budget.

8:46pm Adjourned