

DRAFT
Cleveland House Condominium
Board Meeting Minutes
September 20, 2011
Langston Brown Community Center
4854 Lee Highway
Arlington, Virginia 22207

7:23pm Call To Order: Meeting was called to order. Present at meeting – Board Members: Johanna Sheehan, Michele Thieme, and Susanne Maurer; and Management company representative: Chris Falwell. Unit Owners: Emily Taylor and Phil Talarico.

7:24pm Executive Session: Board members discussed rules violations in the building.

7:35pm Owner's Forum: The unit owners present did not bring up any concerns.

7:43pm Approval of Minutes

Board discussed DRAFT minutes for July and August. Board approved minutes as amended.

7:44pm Treasurer's Report

- Treasurer and Board discussed questions regarding Financials; treasurer will follow up with GHA financial representative.
- Treasurer inquired about Warfield and Sanford invoice, GHA representative reported that he check to make sure bill is correct.
- Treasurer and Board discussed Dominion credit.
- Treasurer and Board discussed operating and replacement/repair resources; Treasurer made a motion to set up separate operating reserve and no longer make regular addition to the reserve. Motion was approved.

7:51pm Management Report

Old Business:

- **Condensate Line Maintenance:** GHA representative and Board discussed waiting until winter to clear the condensate lines.
- **Insurance:** GHA Rep reported to the Board that the insurance was renewed with State Farm.

New Business:

- **HVAC:** GHA Representative reported to the Board that he is soliciting to EM Logan and Chandler and bids are pending for the new HVAC system.

- **Brick Repointing:** GHA Representative reported that he is waiting for Palmer's to respond with a bid to do brick repointing on the building. Board discussed getting other bids, as well as replacing the cinder blocks at each side entrance to the building.
- **Paving:** GHA Representative presented an updated agreement from GHA Services to repave and paint the parking lot. Board agreed to sign amended agreement; new proposal to include: clarify drainage area near dumpster and repainting lines and numbers.
- **Carpet Cleaning:** GHA Representative discussed the Sparkle bid of \$690.00 to clean the carpet in the entire building (same price as previous cleaning). Motion was made and Board approved bid. Board also discussed pricing new cart for housekeeping to use to haul trash the dumpster.
- **Snow Removal Contract:** GHA Representative reported that he was in the process of getting more bids for snow removal.
- **Move In/Delivery Notice:** Board and GHA Representative reviewed draft of notice to post in building and send to owners; Board discussed changes and tabled until next meeting.

8:30pm Adjourned