

Board Meeting  
Cleveland House (CH) Unit Owners Association  
April 7, 2015  
Cleveland House – Lobby

Call to Order:

President Mary Rufe called the meeting to order at 7:00 pm.

Roll Call:

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

The board unanimously approved the minutes of March 3, 2015.

Open Forum:

N/A

Treasurer's Report:

The board reviewed the budget; no action was taken.

Management Report:

Old Business:

The board unanimously approved installation of a toilet, sink, and small vanity by All Plumbing. This restroom will be installed in the storage room, water shutoff room, for cleaning crews and workers in the building. The board also approved unanimously an electrician to install a light switch/plug-in for a small heater in cold weather. The switch will be a motion-controlled switch to assure automatic turnoff.

The board unanimously approved the installation of a 6-inch curb along the building in the front driveway to prevent vehicles from driving over the lawn and damaging the canopy and lanterns. The project will include restoration of the curb along the sidewalk and a cement base for a 4-foot bench by the front door. The existing realtors' rack for access keys will be moved closer to the front door. The contractor is Dominion Paving & Sealing. They will also re-stripe and re-stencil the parking lot.

New Business:

Hot water– The board requested bids for replacement of the large hot water copper pipes, which have severely corroded over a long time. This project will also include installation of individual shutoff valves for the three (3) large storage tanks.

General Housekeeping:

The board requested a review of the work performed by Clean Advantage Corporation, the association's professional janitorial services company. A meeting will be set up as soon as possible

The board requested scheduling Advance Plumbing to do the annual sewer stack cleaning.

The board requested scheduling the annual dryer vent cleaning.

The board requested scheduling the yearly HVAC/building inspections for June 2015.

The board requested an estimate from Nic-Lor Floors for the replacement of the shabby carpet under the canopy at the front entrance.

The board has tabled the start of the review and revision of outdated Cleveland House rules until the next meeting.

Next meeting:

The next board meeting is scheduled for Tuesday, May 5, 2015, at the Langston-Brown Community Center, 7:00 pm.

Adjourned:

The meeting was adjourned at 8:35 pm.

Respectfully submitted,  
Johanna Sheehan