

## Board of Directors Meeting Minutes – November 9th, 2020

### Call to order

The regular meeting was called to order at 6:55pm by Lee Reiff, President of the Board of Directors (BOD).

### Roll Call

A roll call was called by Lee Reiff. All BOD members were present with the exception of Harry Young. Sandy Dittman was present, representing Managing Agent - SP Management.

### Reading of the minutes

The minutes of the 2/10/2020 meeting were made available to the board and posted to the website in draft. Sean asked for a motion to officially accept the minutes as posted. Motion was made by Loretta and seconded by Lee. – PASSED unanimously by the board.

### Financial Report

Loretta Kartch presented, and the board accepted the Financial Report as of 8/17/2020, showing the assets of the Association as:

Checking accounts	20,600.40
Reserve account	140,405.39
Certificate of Deposit	19,623.44
<b>Total Assets:</b>	<b>\$180,629.23</b>

### Old Business

Fire Alarm – Just a reminder for all members to check their smoke and CO detectors/batteries.

Hallway Heaters – 4 heaters have been installed in the front hallways of each building. Heaters are intended to keep the chill down a bit, and are not intended to keep the hallways as warm as living spaces. Please do not adjust the thermostats.

Cleaning Service – (Southwest Cleaning Service) – buildings are cleaned every week now. Members should bring their welcome mats in on cleaning days so the entire carpet can be cleaned (Southwest does not move mats).

### New Business

Hallway painting – Rich Kartch has begun painting the hallways near the trash chute and the window and doorway lintels in the front stairway and lobby in all buildings.

Exterior shutter/siding repairs – Boom truck has been delivered to be used for the repairs. Cost is \$500 per day for a 2 day rental. Sean was concerned that the repairs took so long to get done,

but Lee and Sandy explained that the issue was finding a boom truck that we could rent. Shutters were fixed on 11-9, and remaining repairs will be completed by 11-10-2020.

Carpeting – First floor carpeting at 7710 is so far gone that it needs to be replaced. Other buildings will be inspected and carpeting will be cleaned as needed. Sean raised concern that the cost to keep cleaning, and now replacing carpet due to a single rental tenants neglect is unacceptable. We need to explore options for fining them or charging for the cleaning/replacement in order to stop them from openly defying our requests to remove soiled shoes before entering. (This is in reference to bldg. 7722 – Connie is the complainant). Sean – “Something must be done about this, so we’ll need to discuss further later”

Amendment to the bylaws concerning rentals – Paperwork is with the attorney and a vote will need to be held in order to finalize things. The proposal will preserve rights for owners currently renting their unit to continue to do so to new tenants **IF they have filed the prescribed paperwork with the management company IN ADVANCE. Otherwise, their rights to bring in a new tenant can be denied.**

## Questions from the audience

Sue Laughran - Are the elevators and floors cleaned each week? They are supposed to be cleaned each time they visit. We have a new service now, so let’s see if they do a better job than the last company. Sean – “Maybe we should ask that they complete a checklist for each building when they clean?”

Boom rental – will it cost more if we get rained out? Yes, because we rent the boom daily from a separate company and there is no guarantee of weather – that being said, the weather forecast is favorable for 11/10 for the completion of the work that is scheduled.

Kickplates - When Rich finishes painting, he will install kickplates for the garage<>lobby doors.

Elevator mistreatment – in 7722, someone has a habit of putting feet on the walls in the elevator, kicking open the garage door to the lobby, etc. If someone is mistreating the commons, speak up or report it to management.

## Budget

No change to monthly carrying charges – The board is increasing contributions to the reserve account from 21K to 24K for this year.

Wendy 7710-1SW raised question about the fact that our carrying charges are slightly more than the nearby development. The other development has a different board with a different approach to funding maintenance costs. Brookside Place (the other development) has more frequent special assessments for smaller projects, whereas Brookside East (our development) prefers to be more transparent with members and plan better for smaller expenses in the

Brookside East Condominium Association  
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budget, reserving special assessments for larger capital projects. (fewer surprises for members). We are also a smaller development, so we might have slightly less leverage in negotiating pricing with vendors (economies of scale).

Loretta made a motion to accept the budget as written, and the motion was seconded by Sean PASSED unanimously by the board.

## Adjournment

Motion to adjourn was made by Donna and seconded by Sean. Meeting was adjourned at 7:16pm in order to hold the election of the 2021 Board of Directors.

## Election

Meeting to elect the board for 2021 was called to order by Sandy Dittman at 7:18pm.

All current board members wish to remain on the board and there are no challengers.

John Laughran made a motion from the floor to retain the current board in its entirety.

Audience voted to retain the board with no objections. The 2021 Brookside East Board of Directors is as follows:

Donna Balta  
Loretta Kartch  
Sean Patterson  
Lee Reiff  
Harry Young

The election meeting was adjourned at 7:24pm

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