

Board of Directors' Minutes – February 12, 2018

Call to Order

The regular meeting was called to order at 7:00 pm by Lauren Carmichael-Ward, President of the Board of Directors (BOD).

Roll Call

A roll call of BOD members was called by Lauren Carmichael-Ward. Present were Janice Cepulionis, Secretary; Eileen Keating, Treasurer; and Lee Reiff, Director, Barb Fentem was present as representative of the managing agent.

Minutes

The minutes of the Nov. 13, 2017 Board of Directors meeting and Annual Budget and Election Meeting were read aloud by Janice, and were approved as corrected. Eileen motioned to approve the minutes and Lauren seconded. All BOD members voted to approve the minutes.

Financial Report

Eileen Keating presented the Financial Report as of Feb.12, 2018, showing total assets as \$135,100.07 and total liabilities as \$1,830.97. Eileen motioned to accept the report and Janice seconded the motion. The report was accepted as read.

Old Business (Accomplished)

- Garage Door motor repaired in 7710.
- Garage keypad replaced in 7710.
- Automatic closing garbage door repaired in 7728.
- Common area garage door adjusted to prevent slamming in 7728.
- Garage door repaired twice in 7716. Our garage doors are showing their age.

New Business (In Process)

- It was decided carpets did not need replacing, just cleaning. We will inspect the carpeting in all buildings and decide which building is in most need of cleaning and have Creative Carpeting do that one in the Spring. If the cleaning process is

successful, we will then do the other three buildings. The cost for cleaning one building would be \$600.

- Repainting elevator doors and trim on the first floor cannot be done until the garage doors have been treated.
- Sean Patterson, a new owner in 7716, advised he can update all of our lobby call boxes. He found instructions on line and was able to remove his sister's information and input his own. He said he could update all the call boxes at no cost to owners. However, he will need a list of all names, phone numbers and the private codes by April 1st. Flyers will be posted and an e-mail sent asking for this information. Since building 7728 has a new call box, it will not need to be updated. Also, new call boxes will not now be necessary in the remaining buildings.
- A volunteer for building captain for 7716 is needed and Sean Patterson said he would take on the job.

Wish List

- Parking Lot – We will address repairs in the Spring. This could possibly mean a special assessment of \$1,000.00 per unit.
- We will get additional quotes for power washing the garages and restriping.
- Retro fitting garage lights in building 7710 needs to be done as that light is very temperamental and is often out. The 8 foot bulb needs to be replaced with two 4 foot bulbs.
- Door mats are still on the wish list, but not a necessity at this time.
- Add to Aspen's list to replace garage door locks and handles.
- Elevator frames for inspection certificate.
- Painting walls containing trash chute doors on each floor put on hold.
- Look into changing garage door locks and handles in all buildings (service door next to large garage door).
- Look into changing garage door key pads.

Additional News:

Lauren advised that she is selling her unit and stepping down from the Board as President. The Board is now in need of a new member. Lauren will be greatly missed.

Reminders:

Dogs are required to be on a leash anywhere in the common elements. Pets may not be left alone or unattended outside at any time. And you are responsible for the immediate removal of any excrement or pet waste.

If there is any maintenance emergency with the buildings after hours, you do not need to notify a Board member, but rather call HSR Emergency phone at (708) 935-1104.

Adjournment

There being no further business of the Board of Directors, Eileen motioned to adjourn the meeting and Janice seconded. The meeting adjourned at 8:00 p.m.