

Board of Directors' Minutes – February 8, 2016

Call to Order

The regular meeting was called to order at 7 pm by Joan Brankin, President of the Board of Directors (BOD).

Roll Call

A roll call of BOD members was called and Joan introduced the new board members: Janice Cepulionis, Secretary; Erin Lynch, Treasurer; Lauren Carmichael-Ward, Web Administrator; and Harry Young, Maintenance Co-ordinator. Barb Fentem was present as representative of the managing agent.

Minutes

The minutes of the December 14, 2015 meeting were read aloud by Janice. Harry made a motion to approve the minutes. Lauren seconded the motion. All BOD members voted in favor.

Financial Report

Erin presented the Financial Report as of Jan. 31, 2016, showing total assets of \$77,871.67 and total equity as \$21,017.16. Joan made a motion to approve the financial report, and Janice seconded the motion. The report was accepted as read.

Old Business

- The majority of lighting problems have now been corrected, except for two flood lights in 7728 and 7710 and two heaters are out in 7716 and 7722. We are also checking into the cost of 8 foot L.E.D. lights.
- Installation of new, mandatory pit ladders in all four buildings has been moved to the end of Feb. Elevators will be out of order for 4 to 6 hours on the day work is being done and owners will be given advance notice so they can make appropriate plans for the day.
- Carpet cleaning will be done in April. New proposals are being looked into.
- Mandatory dryer vent cleaning will be performed this year. All units will be done on the same day at a specific cost. Owners who cannot arrange to have their dryer vent cleaned on the day scheduled will have to reschedule and the cost will be substantially higher.

- Joan distributed a Reminders sheet regarding pets, trash, security, and access to the cage for Comcast, AT&T, etc.
- Barb Fentem advised all ledgers have still not been received from Shrank. If you have questions, please bring all your receipts to HSR and she will help straighten things out.

New Business

- Harry has been working with Suburban Landscaping regarding grass, tree trimming, more bushes and perennials, cinder blocks and benches in the center island. While some beautification would be wonderful, owners did not want to go overboard. Harry said he would appreciate volunteers when the work begins.
- Harry will be removing carpet and installing tile in the 3 elevators which have not yet been tiled. Work will be done in the evening and money will come out of the expense fund.
- Cynthia Gray will be the new building captain in 7716.
- Lauren presented information on Brookside getting its own web site domain with a company called AtHome.net. Lisa Patterson offered to work with her to find the most economical way to make this happen.
- A new cleaning service has been contacted to replace ServiceMaster. Cleaning Exchange will come twice a month instead of weekly, but will do substantially more cleaning. The new service will save us \$3,500.00 a year. The board voted on hiring Cleaning Exchange and the vote was a unanimous yes.
- A summer party for residents of Brookside East in the parking lot/garden was discussed and everyone seemed to like the idea. We will be checking into insurance and permit issues before making definite plans regarding food, etc.

Adjournment

There being no further business of the BOD, Janice Cepulionis made a motion to adjourn the meeting and Harry Young seconded. The meeting adjourned at 8:02 p.m.