

Board of Directors' Minutes – August 13, 2018

Call to Order

The regular meeting was called to order at 7:00 pm by Barb Fentem, as the representative of the managing agent, since our previous President, Eileen Keating, has resigned her position. Joan Brankin was appointed to act as President until January of 2019, when the newly elected President will take office. Janice Cepulionis motioned to approve this appointment, and Lee Reiff seconded the motion. Motion was approved.

Roll Call

A roll call of BOD members was called by Joan Brankin. Present were Janice Cepulionis, Secretary; Lee Reiff, Treasurer; and Barb Fentem as representative of the managing agent.

Minutes

The minutes of the May 14, 2018 Board of Directors meeting and the July 18, 2018 Board of Directors Special Assessment meeting were read aloud by Janice. Joan motioned to approve the minutes and Lee seconded. Minutes were approved as read.

Financial Report

Barb Fentem presented the Financial Report as of August 13, 2018, showing total assets as \$140,980.47 and total liabilities as \$1,625.00. Barb also advised the owner who was formerly 4 months delinquent in payments and going into foreclosure is now up to date, and as of now no one is behind. Janice motioned to accept the report and Lee seconded the motion. The report was accepted as read.

At this point Joan Brankin introduced herself as the current President of the Board, presiding until January 2019. She introduced new owners: Neil & Margaret Mauriello 7716 2NE, Donna Getz 7728 4NE; and Wendy Berner 7710 1SW.

Old Business (Accomplished)

- A few owners mentioned that they received the postal notice of the Special Assessment meeting late. Barb advised they were mailed 35 days in advance of the meeting, but the post office must have delayed delivery.
- Donna Balta advised she has contacted Aspen to replace her bird cage and was advised she needed approval from the management company. Since she is paying for this herself and asked why she needed approval. Barb advised she doesn't know and she will call Aspen to straighten this matter out.

- The parking lot has been repaired. We are now waiting for a seal coating date for the parking lot, that will cost \$7,000.00 which will come out of the reserves
- Cleaning of drier vents was discussed.
- Our buildings are approximately 13 years old and we will have large expenses coming up including replacing piping and sprinklers heads at \$5,000 and looking into having concrete work done to repair low spots in the garages that flood in the winter when snow and ice melt off the cars. We need to build up our reserves and only spend on necessary items.
- Lower branches of trees on the island will be trimmed by Nogas so they no longer touch the cars parked there.
- We are contacting Aspen to repaint garage service doors and trim.
- We did not completely pass our first fire inspection - the drop chutes for garbage were missing a small metal piece which would prevent the chutes from closing during a fire. This will be inspected tomorrow and we expect to pass.
- Elevators have been inspected and we are waiting for new certificates.
- The Board is in the process of combining our Rules and Regulations and Policies and Procedures into one document, since much of the information is repeated in both. This does not include our By-Laws. When revised the new document will be given to each owner and Katie could post it on our web site – which is www.cbcox/brooksidebod.

New Business (In Process)

- The tree that was dying in front of 7710 was knocked down, along with some bushes, due to an accident. Other bushes are dead due to someone dumping winter salt on them. Replacing the tree and bushes is being looked into. Perhaps insurance will cover the accident damage.
- Treatment of rust and repainting garage door trims is still under discussion.
- Repainting elevator doors and hallway doors adjacent to the elevators will be put on hold until they are thoroughly cleaned by the cleaning company. It will then be decided if painting is necessary.
- Balcony screens and painting were discussed and a flyer was available to all present.
- Election of Board members will take place at the Nov. meeting. Owners are strongly encouraged to run for the Board. The ideal number of members is five – President, Treasurer, Secretary and two Directors. We only have 4 Bboard meetings a year. The Board has a small meeting about a week or two before the big meeting to talk about what will be discussed. We can work with 3 members, but it is easier with 5. We need everyone's input, so please consider running for the Board.

Wish List

- Lobby heater in 7710 needs to be repaired.
- Get additional bids for power washing garage floors
- Two foyers received new door mats and other mats were moved around so the better ones were in the public view.
- Elevator frames for inspection certificate - not necessary.

- Painting walls containing trash chute doors – not necessary.
- 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.
- On a personal note, Joan said it was a pleasure to be President again. She also said gossip and rumors can destroy a community and if you didn't personally see it or hear it, don't repeat it.

Reminders:

- No abandoned or disabled vehicles are allowed in our parking lot.
- Trash is to be packaged tightly and placed inside the dumpster. Large items such as carpeting, tovs and furniture need to be scheduled for pickup by the condo owner at their cost. Call Nuway to arrange. The village will accept large items on the 2nd and 4th Tuesdays of the month from 5 to 7 pm. Electronic Recycling Drop-Off is at 11000 West Lincoln Highway in Frankfort.
- Personal items are not to be stored in the trash room.
- By law, bicycles must be stored in the garbage room, not in the garage.
- Be sure to tightly close all doors leading into common areas. These doors are meant to stop the spread of fire and/or smoke.
- Get involved – become a Board Member!
- Owners must have their dogs on a leash when walking them and the owner is responsible for the immediate removal of all pet waste.
- If you have a problem – call Barb or the Board.
- Two vehicles (a car and a motorcycle) CANNOT be parked in one spot in the garage.
- If there is a 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, Janice motioned to adjourn the meeting and Lee seconded. The meeting adjourned at 8:12 p.m.