

ROOKWOOD GARDENS MEETING OF THE BOARD 9/4/2013

Attendance: Mark O'Brien, Janet O'Brien, Marianne Honquest, Gary Fisher, David Galloway, David Walker, Alice Hancko

1) Cagan Contract - Board moves to

- Leave blank the line asking for count of hours Cagan will devote to Rookwood business
- Leave in language that outlines required payment to Cagan as a percentage of the cost for large, special projects, assuming this applies only to projects authorized by the Board to be managed by Cagan and not those managed internally by the Board. Should this be interpreted differently by Cagan when put to action, Board agrees to revisit the possibility of revising that language at the time of future contract renewal.

2) Discussion of enforcing required homeowner liability insurance rider for all homeowners that covers damage to building/neighborhood property due to events such as flooding or fire. Agree that compliance should be administered through Cagan and a form verifying compliance from all shareholders will be included in the annual meeting packet henceforth.

3) Board OK's all current requests for renewal of leases, but will revisit in 2014. Reminder that all current tenants need to deliver to Cagan a formal application for renewal at the end of every leasing year.

4) OK contract for Snow Plow removal – no fee changes.

5) Fire Follow-up: Need for some additional repairs to plaster in 730 hallways to be forwarded to contractors.

6) Laundry Lease: Expires December 8, 2015. Board concurs on dissatisfaction with current vendor and prefers finding a new provider.

Cagan to Investigate cost to change vendors OR self-manage (cost of new equipment vs. eventual payback). Report back at October Board Meeting.

7) 03 and Garden Apartment Rentals: Both units now rented starting September 1, 2013. Damage deposit must be placed in separate account, as established by Treasurer.

Discussion of Point of Contact for Tenants – agree to give each a list of Board contacts (phone and email) with the understanding that a member of the Board be the first contact for any issues and that member may defer to Cagan if the issue involves a management concern.

8) Sherman Avenue Fence: Installation to take place September 10.

Discuss further landscaping, including large stones and some shrubbery at corner of Noyes and Sherman to discourage cut-through foot traffic.

Stones 20-30 cent per pound with a delivery charge (to curb only) of \$175. Cost to place stones on property is undetermined - estimate \$6-\$700 total outlay. Board moves to defer that expense until funds become available – in the meantime add a decorative, temporary low fence barrier.

9) Fall Garden Objectives: Use resident donation to tear out Southeast corner of garden and move rose bushes over, then fill with additional plantings.

10) Problem with Storage Areas: Storage in 734 reportedly full of bikes and other refuse outside of storage lockers. Same issue in other storage areas.

Board moves to create a posting giving residents a two-week period for clearing personal items from storage ear halls. Berl to be notified of deadline and will dispose of materials left after this date.

11) Laundry Room Policy: Problem with clothes left in Laundry Rooms. Board moves to post a Laundry Room Policy reinforcing timely removal of clothes from washers and dryers – If clothes are left in washer and no other unit is available, residents may remove and place on top of a dryer. If clothes are left in dryer and no other unit is available, other residents may remove and stack neatly on tables or other dryer top. Any clothes left on tables or on the lines for more than a week will be collected and donated to charity.

12) Back Stairs Report: David Galloway reports on contractor-suggestion options for repairing metal stairs. Exploring the option of removing all the treads and landings and replacing with perforated galvanized steel units that would drain, would not need to be painted, and provide slip-resistant surface. They would be bolted to the current foundation structure, which would still need to be sanded and painted but would provide a much more cost-effective long-term solution. Currently searching for a suitable product. Estimate cost for full project - \$225,000.

Next steps – Come to terms with the contractors who will do all the work , build mock-up, gain Board approval and present to City/Historic Preservation Committee. Would like to commence repairs as soon as possible and spread project over 3 fiscal years (starting with end of FY 2013, completing by beginning of FY 2015) in order to avoid fully depleting reserves

13) Assessments: Mark O'Brien shared a document with comparative assessments for other comparable co-op/condo buildings in Evanston and noted that Rookwood assessments are right in the middle. However, the building is unique in the amount of maintenance it requires – three gardens and a corner location, seven metal back stairs, six front entrances and lobbies, ongoing window restoration, and other extra expenses connected with historic preservation that is required by the city. The Rookwood is nicer but also much more expensive than a mid-block building with less property and unburdened with landmark designation. It is not viable for the Rookwood Assessments to match similar walk-ups in Evanston unless current owners are willing to pay special assessments for major repairs. Assessments may need to increase to reflect and prepare for the on-going maintenance of the building.

Suggest we move to an annual raise in assessments as a better alternative to relying on special assessments. Recommend increase of inflation and an additional 1% raise each year until the revenue matches the on-going maintenance with a greatly reduced threat of special assessments.

Additional note that Rookwood has an unusually committed volunteer Board that saves the corporation a lot of money through professional services that would otherwise have to be contracted. This may not always be the case if we are unable to garner similar volunteer support from future shareholders.

14) Line Item Review of Budget:

- Discussion about possible assessment raise
- Other items to add/change:
- Suggest that Perl look at lobby of 724 for an estimate to remove paper, repair plaster, paint chair rail. Due to the stair project, the Board may consider only painting below the chair rail and limiting removal of wall paper to the outer lobby.
- Discussion of temporary runners and hallway carpets – cleaning 2 times a year but maybe want to raise to 3 times? Cagan to ask Berl if they can increase spot cleaning in-between normal full cleanings.
- Problem with Garage Door break-down: Cagan to ask Berl if they can do garage door lubricating as preventative maintenance

- Side of Garage Concrete needs repair at a cost of \$5,500: Cagan to ask if contractors can make these these repairs in conjunction with sidewalk enhancements on Noyes Street **Roof**
- Roof repairs/maintenance: Meet with contractor to get full detail of roof maintenance cost and timeline/cost for full replacement. Report back at October Board Meeting.

15) Drains: Discussion of resident's slow drain issues. Is this a building problem or a homeowner problem?

Suggest that Board investigate a drain maintenance program. Cahill has a low-corrosive powder but requires weekly application. If we distribute to all resident can we expect them to use it?

Agree on providing information to all residents about drain maintenance: using hair straining, suggested products for unclogging.

Defer further discussion to next month

16) Washer/Dryers: David Galloway Has researched options for inside apartment washers and dryers. There are some possible options on the market, vary in cost from \$500 to \$1600. The Board agreed that it is receptive to shareholders' wishes to install machines – especially if it coincided with the repair of a riser. It may be wise to have a vendor at the annual meeting or a special meeting to discuss costs and options for tenants. Any movement on this would be predicated on it having little or no impact on existing plumbing.