

ROOKWOOD GARDENS MEETING OF THE BOARD 1/28/2014

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

Status of Stairs

Expect galvanized fabrication option delivery in early February – because the aluminum is more custom, that fabrication will take longer.

Concern about excessive salt usage – Berl was instructed to purchase a less corrosive product as recommended by Dan Ruzic, though the downside is it still contains salt and does not work as well in very cold weather which has been a significant issue this winter.

Suggest that Berl be instructed to wash down metal stairs to remove salt coating once weather permits. Hoping that aluminum grated solution for stairs works out as that would significantly reduce the need for salt on stairs

Heating

Spannith boiler specialists have been on site to evaluate problems with pumps, traps, and overall boiler performance and then provide necessary repairs.

The representative reports that the Rookwood heating system is very high-end but needs some significant repairs and then ongoing maintenance to work at its best capacity. The steam traps in particular need cleaning and some need repair so that heat is well-balanced – approximately 7 out of 30 are currently not working. The traps need to be repaired first and then the faltering vacuum pump will need rebuilding. Spannith will provide an estimate and scope of work for all repairs within the next few weeks.

Shareholder lease limits

The original purpose of allowing leases two years ago was to avoid having units competing with each other or being sold at “fire sale” prices as result of a poor financial climate. Now that shareholder landlords are asking for extensions on their current leasing option, the Board feels it is necessary to clarify and formalize a time limitation for that option. Leasing units is not meant to be a long-term money stream for shareholder landlords but rather a means for short-term financial relief so they can get their finances in order and then either return to or sell their unit.

Since this limit was not made clear, the Board agrees to allow for a one-year extension of certain leases now coming due with the understanding that the shareholder landlord will either move back after the year or sell.

Action Item: Mark will develop a document outlining the guidelines for apartment sublets that will be distributed to all shareholders via Cagan. The document will formalize the two-year limit as well as the requirement for shareholder landlords to submit a new application each year with documentation supporting financial hardship in order to retain leasing rights. Additionally, Mark will communicate the Board's decision for a one-time, one-year extension of the right to lease for current shareholder landlords who are approaching the end of their two-year agreement. Any prospective new tenant would need to be interviewed and approved by the Board prior to entering into a leasing contract.

Garage Keys

Need an inventory of everyone who has a garage to see if they also have a key that allows garage access in the event of a power outage. If there are garage owners without keys new keys will be cut and provided to them.

Board Communication

Plans for a President's letter stating the goals for the coming year. The letter will talk about the back stairs repairs as #1 priority, with a general discussion of revenue requirements to cover additional large expenditures, including boiler, roof, and windows. Would like to have a clearly defined, long-term maintenance schedule with associated costs to support planning and decisions that generate appropriate revenue and expenditure timing without dependence on special assessments. David W. suggested we look at an engineering report that was drawn up many years ago – costs will be outdated but it would provide a good insight into the elements that need to be considered.

Policy on Remodeling

Board expressed concern that some residents may be undertaking remodeling projects without the appropriate permissions. Suggest that the policy on remodeling be put on the website.

Junk Mail in 734

Issue with too much junk mail cluttering the lobby areas, particularly in 734 because of the number of units. It is unsightly and should be managed by the custodian, but it is difficult for the custodian to know how long to let it sit before throwing out. Marianne has been voluntarily sorting it for the residents in her tier but this is not a good long-term solution. Suggest that the building install some form of cubby system marked by addresses for each unit that the custodian could then use to sort mail by unit owner. This would help to de-clutter the lobby and it would be easier for residents to manage their own mail. Additional suggestion for a recycling containing in the same area so residents could easily discard materials they don't want to carry up to their units.

Board members will investigate cubby alternatives and report back at the next meeting.