

Rookwood Gardens Board Meeting
Jan 28 2015

Attendees: David Walker, Emily Testa, Lisa Comforty, Alice Hanko, Gary Fisher,
James Lord

President – Emily Testa
VP - Lisa Comforty
Treasury – David Walker
Secretary – James Lord
Dir of Communications – Laura Pawik
Director of Special Projects:
Board Member: Gary Fisher

Assignments for the new board decided and move.

Jim will reach out to Janet O'Brien for the webpage and past minutes.

General meeting space location is to be determined at a later date: Lisa or Emily

General Board Business:

Dave Darcy will continue working on the windows at \$30K on southeast corner of building skipping courtyard during the summer of the stairs work.

Alice presents the board meeting notes.

We will have a new bookkeeper from Cagan- Christine Karpouzlis.

Alice will ensure new board emails will be updated at Cagan.

Hallway update for 724 tier – committee is picking out colors and hand this to PERL. Alice will verify that the quote is still valid. Can they cover Lisa's apartment from the water damage. Can they also finish the basement soffits in 734-basement hall? Bid this as a separate add-on in case the current handy man is unable to complete this job due to illness. Can PERL also do a walk through 734 for estimate for touch up? Lisa will have the color picks in the next two weeks. Include David so he can get this done for 734.

Spannuth Boiler Company:

1.) Heat system- set up so controllers are better tuned, first on and first off.

This is in the quote.

To request a new quote as we need a vacuum pump relay to be added to the bid.

David is drafting a memo for the Rookwood to ensure all apartments are set up properly with the correct thermostat on all radiators. We are trying to assess which valves are being used.

Heating valve in Valery Trues' apartment, Dan Foss valve was not properly changed. There was a delay and valve was incorrect. Cahill changed this valve, but we were uncertain to board as to why the time and cost.

BERL, do we want to continue their contract? We are considering soliciting new bids, which will include BERL. We are require to do this, as this is part of Board due diligence and BERL is month to month at the moment as we never received an updated contract.

We need an emergency contact directory for residents.

Treasury Report:

Annual meeting we reported stair replacement. This is in the works.

Elliot and Associates noted that we would get a return in taxes (\$25K), and this results in \$300K in the bank available in reserve for stairs. Explore other options for the stairs, such as trash receptacles and roof entry.

Stairs, bid documents are ready. David Galloway is still overseeing this project. There may be a way to get around the rust and go for graded steel. Maybe the plastic fiberglass may work out for this. Installation of plastic/fiberglass will be the same installation costs and may be \$50K less then the aluminum option. Dan Ruzic will take care of this as a bidder to source contractors.

Concrete slab repairs this summer. Need to coordinate with concrete folks to avoid cross over with stair replacement project. We will schedule the concrete, as under the stairs and also give notice of the closing of rented garages for two weeks. Alice will follow up Bob Cerely who had a local structural concrete contractor to recommend. This will need to be done first. Then sand blast, paint and installation contract will then follow. Finally, over on the B & C tier, there is major damage in the stairs. "Well Done" said they would patch with steel. Quote is \$2K - maybe we need a contractor who can review. Alice will have someone generate quote for this band-aid repair until it can be replaced.

Renting of the three-bedroom garden apartment. Apartment People – Lisa Comforty will take the lead on this.

Information is privileged to this. Emergency list and leave with board member for the Emergency Directory.

Senior Exemption and Freeze checks went out.

Bus Stop: NU shuttles. – Shuttle runs from 5am to 3 am on the corner of Sherman and Noyes. David W will follow-up with this issue. David will engage with the NU VP

West wall erosion and sills are missing; masonry wants to fallow the window rehab.

Drains and risers, for Northfield plumbing. Can they snake vertical portions of the lines using a rod from basement up. We need a quote building wide.

Fence Closers