

## ROOKWOOD GARDENS MEETING OF THE BOARD 1/24/13

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

Attending Guest Resident: Laura Savino

### Assignment of Board Officers for 2013:

Mark O'Brien - President

David Galloway - Vice President

David Walker - Treasurer

Janet O'Brien - Secretary

### Open Meetings Policy

The Board agreed to adopt an open meetings policy for residents wishing to attend regular Board meetings. The language will be included as an addendum to the House Rules document and posted on the new Rookwood Gardens website, along with upcoming Board meeting dates.

### Website Launch

The Board reviewed the new website and agreed to launch. The website address is:

<http://www.rookwoodgardesnco-op.com>. All residents who have email addresses on file with Cagan will receive an email with their unique username and password that they can use to access the password protected portion of the website. Those who do not have an email on file are encouraged to contact Alice at Cagan to supply her with an email address that can be used for website access purposes.

### Transition from In-House Engineer to Berl

Berl Inc. assumed responsibility for custodial services on January 15, 2013. The Board expressed satisfaction with Berl service to date and has received positive input from shareholders.

The Board will give Berl several months as sole custodial provider. If residents have specific concerns regarding change of services, the Board asks they provide specific examples of so those concerns can be better addressed.

### Lock-out Procedure

The following information will be included on the website and in House Rules: In the event of a lock-out or other maintenance emergency, shareholders should call Eric at Berl – 847-338-8155. Berl will have access to an on-site locked location where copies of unit keys are stored. Berl will respond to lockouts for no charge during the following hours:

Monday-Friday 8 a.m 6 p.m.

Saturday 8a.m. - 1 p.m.

Off hours, there will be a \$75 for first lockout, \$100 for subsequent lockouts.

Calls taken after hours will be directed to an answering service which will, in turn, relay the request to Berl.

#### Item 4: Landscaping.

The Board agreed to begin contacting landscaping services regarding renovation and ongoing maintenance of grass areas. Thanks to a generous donation from one of our shareholders, a decorative metal fence will be installed along the Sherman Avenue side of the building to both enhance the visual aesthetics and to prevent pedestrians from damaging the grounds, pending approval from the City. The Board will pursue bids from contractors over the next month.

#### Item 5: National Register of Historic Places

A National Historic Register of Historic Places plaque will be re-installed near the 724 entrance as it is the most visible entrance and also more secure (the original plaque was stolen). The Board agreed to ordering the plaque and will have installation completed over the next few months.

#### Item 6: Cagan Report

- 1) Shareholders who have a second residence that they have declared primary, or those who are renting their Rookwood units, are required to repay the Association for funds lost due to the loss of tax exemption status on their unit. Collection of those funds is ongoing.
- 2) Back stairs in GHJ tier will be refinished under warranty by AAA. But there are several areas that require metalwork repair/patches, and those repairs need to be subcontracted. Quotes will be secured over the next month.
- 3) Garage rental has been increased to \$100/month