

Agenda
Rookwood Gardens Coop Board Meeting
Nov 3, 2015

1. Administrative

- a. Review of Minutes
- b. Rookwood Board issues
- c. Committee will be formed to locate new board members.
- d. Review of Business Contracts, Issues
 - i. AJB&G
 - ii. Report- outstanding reports. Aside from 728 door issue. AJ taped up their back door for those who wanted this. Notice for taping the door went out. Some residents have been leaving windows open during the sandblasting.
 - iii. Heating, first on, first off schedule on the plumbing system on the boiler is in place. Half of the Spannuth coin tract is completed, other part of the heating contract is planned to be addressed within the week. Sensors controlling the heat have been located that controls the heat. These sensors are no longer made. Eventually, we will need to replace this system at some point in the future.
 - iv. We have a carpenter lined up for the cabinet but not the doors. Cagan will also explain we need quote for the doors 728 sticking and 730 is jamming and not closing.
 - v. Garage 14, we have not received a contract yet. Cagan will follow up. AJ will follow up with this bid for the damage for Roger to pay. Board unanimously agreed to send Roger on his Cagan.
 - vi. C1 plumbing. Goode gave us a bid, and we agreed to pay for the plumbing issue here. It is unclear if they will need to cut into the wall to correct this. AJ will schedule this to move this forward. Access panel will be installed to correct this issue. AJ will confirm to verify they do not need a carpenter too.
 - vii. Plumbing bid for cleaning/ rod the stacks for an annual maintenance, North Shore came out for a bid. Waiting for a quote. We need to follow up.
 - viii. Guiltco for scaffolding. AJ will call on this.
 - ix. Post office fixed 728 and 724 for boxes. Frame was coming out of the wall and verified that boxes are stabilized in the wall.
 - x. Hawk Masonry, waiting for the Guiltco bid. Masonry issues need settled in writing. Hawk will need to coordinate with Dave D'Arcy with the windows. Hawke will need to coordinate with Dave Galloway to scope out the potential work.
 - xi. Leon provided an estimate for ceiling before the machines are out.
 - xii. Cagan
 1. How is the new management arrangement going? Suggestions?
 - xiii. Snow Removal- Cagan is pursuing another avenue- John Sinclair from Green Concepts may be able to fill in. We will meet next week. David and Alice will meet with a person tomorrow for terms for the snow removal.

- xiv. Grounds Care – Salinas, David W and QiFang will oversee these details. They had to cancel the cleanup this past Saturday, Oct 31
- xv. Laundry and Laundry Rooms
Lease is up with COLE and we will get a new contract. In the meantime, we will upgrade the electric plumbing and paint the flooring. Options with the machines:

Floors must be painted for proper cleaning
Do we purchase machines and get a service contract vs company maintaining. We would need to maintain the contract with the provider.
Then the electric and plumbing: up to us to fix this up for contract. This is on us. Electrical upgrade will most likely be minimal.

We have not heard from COLE for move out and an accounting. We may need to get a letter from Jordan to remove. They have a key and move out Follow up will be sent from lawyer.

David will draft a letter to the Board outlining either the self or vendor service laundry. David will look at the contracts and send out via the costs difference on the machines. Board voted by email to accept a vendor run service at \$1.25 per load. This will address needed updates (plumbing/ electrical/ flooring) for the laundry rooms.

e. Cagan & Treasurer's Reports

i. Cagan

- 1. Generally
- 2. Surveys/Databases
 - a. Emergency Directory
 - b. Radiator Surveys

ii. Treasurer

- 1. Generally
 - a. Corrections of Cagan bookkeeper
- 2. Budget 2016 (Oct. 31 is end of our fiscal year)

3.
 - f. Rookwood website
 - i. Up to date?
 - ii. All minutes posted?
 - iii. Post governing documents/applications
 1. Proprietary lease sample
 2. Bylaws
 3. House rules
 4. Buyer application
 5. Disclosure document required for sales
 - g. Prepare Documents for Annual Meeting – need to get a notice posted.
 - 1.) Announcement
 - 2.) Proxy
 - 3.) Assessment

Second report from Ron Cott, Nov 23 goes out two weeks before the annual meeting – time for due date.

This Sat, Nov 6 with proxy with date and time this Friday.

Ron Cott, accountant and auditor, will have this down by Monday, Nov 30 and distribute packets. Information tax information, emergency form, updated garage form, treasury report, president's report.

Web memo and send last year to Alice, emergency list and update the directory.

Get all items together by Nov 19 and to Alice for print for shareholders to review.