

Agenda Rookwood Gardens Coop Board Meeting April 4, 2016

Lisa Comforty, David Walker, David Galloway. Annie Kuhlman, Thom Walstrum,
Alice Hancko, Jim Lord, Bill Kalinowski, Emily Testa

1. Minutes review - approve
2. Reports
 - a. Project consultant's report (David Walker)
 - b. Treasurer's report (David Walker)- some corrections are needed, David will send corrections to Cagan bookkeeper.
 - c. Cagan Report (Alice Hancko) Hannover Insurance proposals will be available for the next meeting from Cagan.
 - d. AJ Building & Grounds report (Bill Kalinowski) – Salinas takes care of the grounds. Not a whole lot this year.
3. Most pressing issues (if not addressed by reports)
 - a. Board Issues
 - i. Keep on the radar: Board succession planning – how do we generate more interest /participation from residents?? This is an ongoing discussion.
 - b. Stairs – email update sent to the Board. KEI demanded more money as per contract, however, KEI has not provided the Rookwood with the measurements or any progress reports. We need to hire someone to verify the work and involve legal counsel. On-site meeting with legal counsel, general thought was to get a general path forward. KEI wants the payment terms changed to that which is more favorable to them. Jordan feels we are legally obligated to release the next 25%, but made clear that the payment is not to imply we are accepting the quality of the work, which must be certified by the city, including liens and certification from the city and a structural engineer.
They have been paid up to 75% right now. We would be willing to release payment with a penalty clause.

Bob Serly did original installation, did not bid in this last round, he will see if he can get this done for us if KEI does not pan out. We are also looking for another alternative.

- Dan found a company to do an ultrasound testing on the stringers and inspect the areas that have been addressed. Measurements will be addressed first.
- Followed by the Sherwin Williams rep to verify integrity of work

David G suggests:

- Third party inspection of the structure and by the Sherwin Williams rep goes to the credibility of the work. He points out that if the quality of the work is defective, and KEI has 75% payment, this is a check in our column.
- Prioritize stairway completion and we must be dictated by us to complete.
- Have structural guys tell us if treads and landing properly secured and utilized.
- Must complete 1, 2, and 3 must be completed before 7 and 6 work continues.
- Price from Bob Serly to complete the work

Nut bolt expansion on the stairs, we requested this to be reviewed to ensure construction is up to code. Manufacturer recommends particular bolts in place to account for expansion and contraction with changing weather in order to not bust/ crack the materials on the stairs.

Plan for now- Not obstruct KEI for stairs 6 and 7 and see what they come back for the counter offer on the contract KEI asked to amend.

c. Laundry contract update/pipes/laundry room updates

Alice has sent out communications on this. Extra pickup may need to be scheduled – Alice to order an extra dumpster for Monday assuming it is necessary.

As they clear a path in the storage, can they place this in the hallway and monitor

Bill will be with BlueStone for the entire time. Alice and Bill will do a final inspection on 4/9 noting any issues.

Lockers open on April 13

Gary F, the Willins', and others requested assistance and we will need to assess if they need to clear their stuff out only if repairs are needed

d. Rodding the stacks, - bid for gutters

e. Trees for Bartlett- Alice will arrange with David to meet on trimming and spraying.

f. Bidders of the three for the doors and mailbox -

g. Door repairs for the bids are in. David recommended Dave Colby.- Board recommend to go forward with his bid – worth the expense.

h. security/keys

i. Signs; mailbox/doorbell labels: complete?

j. Others Leon will repaint 724 and laundry repaint – floors, ceiling and walls. 728 wallpaper repairs

4. General building maintenance issues

a. Roof- AJ BG inspected roof and all is done

b. Painting – Leon will be coming out this summer.

i. J2 apartment peeling paint: status? Locker—to be painted

ii. Repainting of east 724 lobby wall (green part)

iii. Laundry room - New company is on the way after the updates of the laundry/ water and electric.

iv. 734 hall- touch ups

c. Garages

Garage list is being updated. Everyone should be contacted about garage availability when they reach the top of the list - regardless if they have indicated they are not interested previously. Emily is in the process of updating this list and ensuring we have a chronological list based on closing dates from Kim Vick. #8—key/lock problem: solution being sought – resolved, Dave D'Arcy will finish painting when the windows project begins

- i. #14—door installed – resolved, Dave D’Arcy will finish painting when the windows project begins
 - d. 734 cabinet – bids have been collected
 - e. Grounds care-
 - i. Spraying of trees
 - f. Gutters - We expect credit for the copper gutters.
 - g. Others?
 - 5. Large capital improvement issues
 - a. Windows/Masonry/Scaffolding - Dave D’Arcy will come out to begin the windows and scaffolding. David will talk to Jason Hawk for masonry work.
 - b. Stacks Cleaning – North Shore Sewer acknowledged acceptance of contract, looking for a warm date to schedule
 - c. Boiler/Heating system – one sensor not working. Need a list of the location of each sensor and its placement inside the individual unit.
 - 6. Other items
 - a. General administrative issues
 - i. Updating of the three main documents (proprietary lease, bylaws, house rules)
 - ii. Rookwood’s management needs: Cagan, Walker, AJB&G, and others
 - iii. Status of apartments F1, A1, O1, H2, and sales, generally
 - 7. Policy Discussions (optional)
 - i. Garage Lease and Procedure Formalization
 - ii. Heat
 - iii. Modernization efforts
 - 1. What Is a Coop/Realtors/Banks: PR & Education
 - 2. Ways to Showcase Building: Evanston Garden Tour Weekend
 - 3. Solidify process for processing applications
 - 4. Rookwood manual, generally (for Board and for Building Management)
 - 5. Transition planning for Board, generally
 - iv. Assessment calculations
 - v. Others
 - 8. Residents’ Participation Time
 - 9. Closed Session