

AGENDA
ROOKWOOD ANNUAL MEETING
East Laundry Room, 7:00 PM
December 8, 2015

Board Members in Attendance: Lisa Comforty, David Walker, Gary Fisher, Lisa Pawuk, James Lord

Rookwood services: Alice Hanko from Cagan, Bill K of AJ BnG, Dan Runzic

Shares in Attendance: 4266/6600

We have a quorum: Yes

I. Welcome

Introductions of the board done by the Rookwood President, Lisa Comforty

2. Quorum/attendance; review of the 2014 minutes and motion to approve Minutes of 2014 approved. Ayes have it.

Immediate concerns:

There have been some thefts in the common areas of 734. Stair people are no longer being let into the building. **Be mindful of leaving things in common areas such as the laundry room as unfamiliar people are in the buildings. Please feel free to approach people and ask if they are a new to building. Call 911 or 303 call police. Door for the K tier is never shut and this door has been found to be open last year especially late at night.** We have a contractor who has been found to work on the doors. Bidding process is on right now. There are two main door issues are with 730 doesn't completely shut and 734 slams too hard. A sign be placed inside the 730 tier to be in the habit of ensuring this door completely closes for safety until resolved.

Stairs replacement, refurbishment needed to be completed. This construction project is still on going. Project coordinator Dan Ruzic spoke to update the shareholders. He addressed history as this project has been going on for three years. In 2010 the board tried a paint solution but this did not work as two stairs had different thickness of steel on the stairs presenting a safety issue. Rookwood tried to make previous vendor accountable but as multiple hands were involved in this project none would honor the warranty as they felt another contractor was at fault. Along with this issue and uncertain safety of the stairs, the then Board decided to go to the next level of the refurbishment. At this point the Rookwood had to engage Evanston's historic society with the city, launch a bidding process and ensure stairs were up to code.

Initially, the Rookwood tried to get bids in pieces meal – a few stairwells at a time making the project considerable smaller. We got five bids initially; a few contractors did not have the experience with the steel issue mentioned above, leaving us with only two choices.

KEI was awarded the bid as a general contractor and we used the general contractor. The job required the contractor to cut out the corded steel, sand blast, weld and prime/painter. Thought was to have one responsible contracting body responsible for the warranty. We have a ten year maintenance agreement for the job.

Rookwood also tried several prototypes of fiberglass stairs. Wanted to minimize metal on metal contact, replace stairs easily, minimizing corrosion going maximizing the longest of the stairwells. Wanted to allow resident with high heels to use stairs safely; however, tread compatible for high heels shoes did not allow snow to go through. (See image below for surface textures / tread.)



Rookwood brown color of original 1926 construction of stairs is not represented in images

As project progressed, Board learned there was more structural damaged to all of the stairwells than original thought. Painters noticed this immediately that there were some serious issues with the manner paint came loose and was removed.

Stairs were last replaced in 2000. David Galloway (past Board member from 2000 and stair committee) reminded shareholders what was decided by the Rookwood in the past. Assurances were given at that time to ensure longevity. Evanston's Preservation committee said the Rookwood had to replace stairs "in kind" to the 1926 design. The belief by many shareholders was the use of Calcium Chloride in the winter, which was continuously used by Rookwood's maintenance staff on the stairs that caused a major cause of the deterioration.

Fiberglass material with the city and use modern material, so color combo is essential for city of Evanston historic requirements. Another holdup, the manufacture of the fiberglass treads has repeatedly attempted to produce this color three times. Color is not quite on target. Please note: the Rookwood cannot widen the stairs as this we are refurbishing and not replacing the stairs and this would be another issue with the city (replacement of stairs) and add to the costs.

Once fiberglass stair issue is resolved, the expected time of completion for the first phase of the stairs from KEI is one stair set per week. As we find issues on the stairs, we need to go back to city to get their approval on correcting the items. Again, the Rookwood found more damage than expected. The removal

of steel in some places has been challenging for KEI as it has been noted a poor welding was done on the past replacement in addition to incorrect thickness of the stair platform. Removal of steel in some case can cause more damage.

Once stairs are complete, new rules will be posted preventing use of cleaning stairs for snow, decorative items on the stairs (potted plants) and absolutely NO SALT / Calcium Chloride products. All will break the warranty. Signs will be posted reminding residents and staff preventing damage.

All tiers will eventually get a garbage chute attached to the stairs making trash disposal a bit easier. The Rookwood discuss this more in the spring once stair project enters a second phase.

Lisa also thanked David Walker for his efforts in assisting in the building management during the transition of new housekeeping and project overseeing the stairwells.

3. Note about updated materials in your packets

- Updated resident directory-
Directory is available online. Residents are encouraged to look at our web site for contact information, board meeting minutes and forms.
- Updated Bylaws and House Rules
 1. Policy changes:
New lending rules issued by the 2008 Recession is one of the reasons we need to be more competitive esp. helping new buyers getting a loan. In response, Board lowered the down-payment requirement from 25% to 20% in order to help potential sellers and buyers in getting a cooperative home loan if needed.
 2. Keeping up with real-estate market trends, buyers expect in-unit laundry. Board changed Bylaws allowing an In-unit laundry option with the European style machine. Board is concern over allowing a full unit laundry system installed within our units, as the risers are aging and unclear if they can withstand volume of water larger machines demand.
 3. “What is a coop form” pamphlet to help sellers going forward to educate buyer and real-estate agents
 4. Interview process of joining the coop- explain you are joining a community
 5. Discussed this information on the website, minutes and information are located here.
 6. Volunteers are needed to coordinate and write a manual on running the Rookwood building. This guide is especially in need as the previous building maintenance staff was removed, there was no on the job training. We have an older building with unique quarks that need to be written in a manual to quickly respond in case of a crisis.
- Updated application forms for buyers and co-occupants
Application forms and co- occupants updated

Buyers also want the ability to rent. This is an item the Board will continue to review.

4. Introduction of new residents

President then introduced the new shareholders to the Rookwood: A2, E3, G3, J2, J3, & S2.

5. Nominating Committee report on new Board appointees

Nominating Committee suggested the following new Board members

Thom Wahlstom

Annie Kuhlman

Gary Fisher will be retiring from his duties from the Board and thank you for your six-years of service.

6. President's Report

Lisa recapped the year. She addressed why she and Emily switched roles mid-year and how the bylaws allowed her to assume the presidency of the board. She addressed the laws, finances, architecture of the building. Different challenges current Board faces running the Rookwood from past boards. Most of the Board's members work more than full-time and so we have struggled with running the Rookwood. President also addressed what she has learned from her experience from a seller's perspective; thus giving incite to the Rookwood to respond to the current real-estate market and getting a better value on our home. Parking, renting, and dog ownership were some of the drawbacks that the President learned and passed to the shareholders to consider in our bylaws going forward to make the Rookwood a more competitive in attracting buyers.

Rise in the assessments. As cost rises, we have to pay mandatory bills. We have to make hard choices on optional costs in an effort to maintain our building's value. If we get more hands on decks, the more costs we can save. President wants to integrate more people into the work of the board and expand the size of the Board.

7. Treasurer's report

Every board is different and this board had a large load. BERL and Obrien's running Rookwood saved us \$50K per year. This money was placed into capital resources. Overall the increase to assessments is \$50K for this year due to their departures. There are several areas / capital projects that have been neglected over time. Tuck-pointing issues need to be addresses. We are at the point where we are trying to catch up and also address these capital expenses. We can no longer put these projects off without serious damage/ costs to the Rookwood.

We had to address the garden unit issues for rental. Board has a fifteen month lose from the turnover of income. There was water damage to the 734 laundry and garden apartment. Outside along the foundation, a water membrane was installed to stop the water from seeping through bricks.

Entry ways and windows, are covered in the budget. We have parceled out the window project. We purchased our own scaffolding to address the tight windows in the courtyard facing Noyes where the lift will either not reach or cause damage to on gardens; a benefit is we attracted more contractors for the masonry work.

Laundry rooms and lease contractors. Rookwood has sent legal notices to COLE notifying them that the contract will not be renewed. Current lease has been in place for 30 years and vendor has questionable bookkeeping. Board is in process of replacing laundry machines with new vendor. The projection for the next laundry contract is projected to be in March 2016.

Rookwood Roof: we did want a pilot replacement on the roof. Need to show the city of Evanston that our updated roof will meet energy codes and address historic preservation requirements. Full replacement is projected to begin in three years.

Assessments: the discussion was asked about the rise of the assessments; there were concerns from some shareholders that rise was inconsistent with the leases. President address directly, stating "this is to how to apportion the rise in the cost, and Board addressed this issue with the Rookwood's attorney ensuring correct interpretation of the proprietary lease." Treasurer addressed how the changes in the assessments for capital upgrades are done and is to be based on clauses siting assessments based the number shares. Note that since the assessment formula is part of the proprietary lease, any change would require a 2/3 majority vote of agreement from membership to change the language of the lease. Furthermore, Board noted that the Proprietary lease was not properly executed in the past. This caused the confusion. Some Shareholders disagreed that this was not done properly in the past. A number of shareholders noted that we are not getting special or double assessments, minor rise eases the increase in capital that the Rookwood needs. To address this concern, President asked for volunteers on a committee to review the assessment formula, David Galloway and Marianne Honquest volunteered.

Shareholder asked to publish the formula on the website on how we calculate the assessments.

Major projects to be addressed for 2016

Projects- Stairs
Tuck-pointing
Roof replacement
Boiler upgrades
Plumbing –riser replacement
Garden unit and 734 building
Laundry Upgrade and new management
Entry way renovations

8. Conclusion

Nominating committee will be in place, Tom Wahlstrom and Annie K, majority votes approved February 2016.

David Walker motioned to close the meeting.