

Agenda

Rookwood Gardens Coop Board Meeting

October 3, 2016

Attendance: David Walker, Annie Kuhlman, Jeannie Herrick, Dany Bourjas, Bill Kalinowski, Alice Hanko, Jim Lord, Thom Walstrum, Bob Michaelson, Val True, Jeannie Bogart, Bob Sillis

OLD BUSINESS FROM SEPTEMBER MEETING:

Succession Plan for 2017 to be discussed as we will be needing a new President going forward.

Is there job description for the roles the Board is looking to fill for the coming year? None known at present.

Board Projects are listed on google doc and an administrator is managing this on google. Perhaps Board can implement a succession plan in an effort for future members to better learn the job and its description.

Annual meeting documents - budget is most pressing for the upcoming meeting. We will discuss further in the November meeting. Bob M stated that a nominating committee / chair that is a non-board member needs to be out for the next shareholders meeting to be conformed at the meeting in December. Bob M., Bob S. and Val, can teach out to Jessica Drew, Jon Yoder, Laura Pawik, and Marianne Honquest to serve on this committee. The Board can then have the formality of the nominating committee. Annie will recruit a committee chair for this committee.

David will be placing Jeannie onto the google email for Rookwood.

Thom will manage the spreadsheet for the ongoing projects at the Rookwood. Discuss on google doc is listed above.

Apartment renewals. Bill did inspection of the Garden Apartment where Wei Yang recently exited. Carbon filter of the range top stove was replaced with a washable steel filter. Proposal for the electric line for the Garden Apartment was circulated and combined with proposal for laundry room.

Electric Proposal for the laundry room, garden apartment and outside outlets. Board approved both Option 1 and Option 2 (the clarification to amend the bid error, Option 2, running a new circuit line. This was approved with the notion of additional charge, perhaps unto \$1500). Board approved pending new updated bid. Bill will also ask about the light switch in the Garden Apartment hallway. Also approved the bid for Diamond Exterior also approved for the garden Apartment to correct the water damage to the cabinetry in this bathroom. Damage was present prior to the last tenants. Alice and Bill will coordinate. Electric and Cabinet update for both the laundry rooms

and garden apartment.

Membrane on the foundation around the building, water membrane. We have rough price address in January start. Alice has contact information. Is the damage sufficient to pull out the bushes along Noyes?

Unit Sales: B3 is still open. F1 still working on remodeling.

Gutters are done. Andy's Gutter in Skokie, we will need to get them on a regular schedule.

Windows, Dave D'Arcy advancement in payment. D'Arcy has had staffing issues. Sounds like he will finish this up shortly with the current tier. D'arcy has worked on Noyes street, floors 3 and 4 going east from Sherman to the Courtyard. He is committed to complete up to F3 window which is on the east end of building. **Unsure if the scaffolding will be assembling or ladders.** Hawk Masonry does not feel there will be enough time to complete this project prior to winter. In addition, Alice will check that we have insurance coverage for the scaffolding for this issue.

Stairs - Dave G is not in attendance, we need his input for a full accounting. Some progress has been made. City of Evanston extended our permit by 2 months.

Doors and Cabinetry - paid in full. Payment for the doors. Dave G. wants to talk to Dave C. about weather-stripping the internal doors. We want to get Dave C on a **regular schedule** to look at the doors. Leave this at an individual to add the weather stripping. Alice will pay him. The door with 730 is still having some issues. Tier 724 interior door adjustment is still out siding.

Someone is improperly disposing items alongside our Rookwood trash bins. Dany will draft a memo sent out reminding how to use trash and making arrangements for items to be removed like bedding and television sets.

Laundry room plumbing done tomorrow.

3-6 week wait for the electric to begin. We can then Paint the floors. Machines for the laundry - machines looking **Jim needs to get bids, Jim will talk to Alice.**

Garage List updated and Annie will draft a memo. Lilliana's car, Alice will call her son and ask to pick up, October 15 pick up or we will deal.

Jim will ping Alice/ Nancy/ Bill on the snow removal contract update
Spanuth came and all is good to go.

Rental Agreement language was drafted and pending further discussion.

Next Meeting Nov 7

Rookwood Officers for 2016/17 Fiscal Year