

# Rookwood Gardens

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## DRAFT MEETING MINUTES, MAR 6, 2017

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Meeting purpose: March 2017 monthly meeting

**Location:** East laundry

Present: Jeannie Herrick, James Lord, David Galloway, Thom Walstrum, Annie Kuhlman, Alice Hancko, Bill Kalinowski, Bob Silis, Susie Harburg

Absent: Dany Bourjas

**Facilitator:** Jeannie Herrick

**Time-keeper:** Thom Walstrum

**Note taker:** Annie Kuhlman

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### Old Business:

1. Approval of minutes
  - a. February Board meeting – Minutes of the February 6, 2017 meeting were approved.
  
2. Update on units for sale –Annie
  - a. Holmes – J3?
  - b. J2?

Currently, N2, F2 and B3 are the only units actively listed. J2 is likely to go on the market shortly according to Kiana DiStasi. J3 received a sales packet from Cagan outlining what is necessary to list the unit for sale, but no Notice of Intent to Sell has been circulated to the Board or the building.

3. Basement rental unit update
  - a. Renting—kitchen sink and hood – Alice  
Hood was replaced by Bill last week – big thanks for picking up and installing. Dany was able to organize the tub refinishing, and that came in below our original estimate. It was decided that Bill will take care of replacing the current sink with a new cast iron one, and a new facet.

There have been no showings from Apartment People since January 1<sup>st</sup>. Alice will contact the rental agent that handles Cagan managed buildings with rentals. Cost of hiring this individual is one month's rent (\$1800.00). The hope is that with the newly finished tub, sink and hood, the unit will be more marketable. We will also coordinate to have the lease term be consistent with the timing of the local market (June 1).

Update: Dany has let us know that there are potential tenants found by Apartment People.

#### 4. Building maintenance

- a. **Stairs** – Update – Dave G. Mike has been doing welding, and half the steel has been installed on #5. Railings on #6 still have not been shored up.
- b. **Windows** – Update – Jim L. Jim found the great drawings of the building (in the GOOGLE drive) and annotated them for us with the windows that have been completed. We would like Dave Darcy to help us identify the areas of the building that have been addressed, and the date of those repairs so that we have a better idea of what has been done and when. The “Special Window Project” was just that, special in that we needed to address broken panes that presented a hazard to the residents. This special project work is to be considered a one-time amnesty. Residents should be reminded that general repairs handled out of the scheduled building maintenance of window repair (building financed) is the responsibility of the individual unit resident – and this can be scheduled by the resident on their own. The approx. price of repairing one (1) pane of glass is \$100.00. We would also remind residents that open windows should be secured using the screw mechanism at the bottom of the window. Windows slamming and shattering should not be the responsibility of the association, and a reminder to residents to take care of the window hardware is a good idea, both the latches and the extender (with screw). WD-40 is very useful to keep the mechanisms from sticking.

Dave Darcy has completed 19 panes of the Special Project. Weather conditions have not allowed him to continue. He anticipates being back to work on the regular maintenance in May. He plans to address the remaining 2nd and 3rd floor windows on the Noyes side of the building for the “Regular Window Maintenance We will stick to our budgeted plan of work on 75 windows. Budget is \$35K, covering approximately 70- 75 windows. This will cover 2 and 3 floor of Noyes units on the east side of the building. Additionally, in re the Special Project - Dave Darcy is wary of entering units when owners are not present. We will draft a waiver for residents to sign authorizing Dave Darcy to be in their unit without them present. James will draft the waiver.

- c. **Laundry rooms** –Locker decision – Dave G. – laundry committee – Marianne Honquest, Bob Sillis  
Lockers have been ordered, approx.12-14 week lead time for our chosen white lockers. The stair re-build is currently on hold while we assess the monies available for the various on-going projects. Renovating the East Laundry stairs will cost a couple of thousand dollars. We would still like to implement the folding counters as in David Galloway’s design, but as a stop gap measure, we will invest in two large folding tables for each laundry. Thom will investigate the purchase of tables for us. James was

working to put together a laundry committee to research the pros/cons of contracts vs. buying our own machines. Bob Silis and Jim are currently the only members of this committee.

5. **Update on concrete Work-** Updated bids – Alice – QRI was out on Friday, March 3 to rebid the work. JLI will be contacted to come out and rebid.
6. **Update on masonry**– Hawk masonry – Alice will report; Jason (from Hawk) would like to begin the masonry work mid-May. He needs good weather (consistently above 50 degrees) for one month in order to begin.
7. **Update on window sills outside that they are deteriorated.** Update from Jim L. and Dave G. The deteriorated sills are a result of improperly treating the wood when it was stripped 15-20 years ago; after being stripped, the wood was painted before the wood was allowed to cure, causing the cracking (produced by off-gassing of the product trapped under the paint). It is anticipated that the worst examples of this will be located on the western exposure (alley). David G. and Annie K. have volunteered to undertake inspection of all the units. They will need to do this inspection on a weekend Saturday; Dave Darcy will be asked to consult with David and Annie until they have seen as many possible scenarios to be able to identify the severity of the work needed. David Galloway will ask Dave Darcy to come up with some mock-ups of potential solutions to the problem. The 4 states we anticipate are: 1. Salvageable; 2. Not Salvageable but could be wrapped with aluminum; 3. Not Salvageable but could be wrapped with a wood cover; 4. Sill is removed and replaced.
8. **Insurance for scaffolding** – Jim L. to report; Alice will contact Jason to confirm one way or the other if he has his own scaffolding. Jim has confirmed that there would be no additional cost for us if the scaffolding is erected in one spot, and not moved...could be there until September if necessary. Jim would still like to verify if additional coverage is needed due to the proximity to the pedestrian walkway/sidewalk, but he will wait to proceed until Alice reports back re Jason/scaffolding.
9. **Landscaping Committee** – Jeannie Herrick, Paul Torricelli, Kimberly Allyn, Bob Silis and Annie Kuhlman are willing to be the Landscaping Committee. We would like the Landscaping Committee to be involved with future plans for the garden, and in choosing the landscaping company; currently we have bids from Nature's Perspective and Vista. We have asked Alice to get one more bid (striving for 3 bids on all projects). In response to inquiries about whether residents may put flowers or planters on the new stairs/railings, the board would like to investigate options for suitable solutions (both the planters and hanging apparatus and the plants appropriate to the different exposures) that would lend uniformity (but not necessarily identical designs) to the effort. It is agreed that the flowers do enhance the appearance, but we would like to keep from being too

disparate in design. Also, it will need to be stressed to residents that they themselves are responsible for the purchase, maintenance and watering of their own plants. No planters should impede the landings or stairs.

**10. Tree maintenance** –Alice to report Davey, Nels Johnson

Alice did not receive additional bids yet. Alice will have bids to us by 3/15/17.

**11. In unit laundry** – Dave G. and Thom – On Feb. 27, Mia Mouratis, Bob and Jeannine Silis, David Galloway and Annie Kuhlman met to discuss the plan for the F tier in-unit laundry project. At this time, we will attempt to find a mechanical engineer willing to spec the project, and the residents of the F tier agreed that as a nominal cost, they are willing to split this cost. Having the work spec'd will allow bidding to be done “apples to apples”. See D. Galloway notes of 2/27 meeting at the end.

**12. Refresh of lobbies in 718 and 720** –Update Alice and Thom – The A/B Tier has begun collecting their bids for the renovation. Susie Harburg (A2) was in attendance to discuss what the budget is for this project. The E/F tier renovation came in around approx. \$13-15k when it was completed a few years ago. The A/B tier was encouraged to attempt to find an agreed upon design that is in keeping with the historical nature of the property, and also that is in synch with other entrances. Alice will find and provide the lighting company information for what has been installed in the other tiers. Many thanks to the A/B tier for working together to come up with a new design to bring some life back to their lobby. Kimberly Allyn has also offered the use of her industry discount to the plans they hope to proceed with for renovation. Susie, as representative of the A/B tier in attendance was urged to try and get three bids on all proposed updates, to be in keeping with our effort to receive 3 bids on all projects. Susie Harburg to email Jeannie Herrick for the name of a painter/wall paper contractor she has used. Alice was also going to provide additional names.

**13. Any other old business**

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**New Business:**

1. **Get bids from landscapers**
  2. **Request for planters on stairs** (see Landscaping Committee)
  3. **Request for minutes to buyers** – Agreed that this is standard practice and that minutes of open meeting items are not off-limits to the management company or potential buyers; in fact, mortgage companies/lenders often require minutes to be sure that the corporation is in good financial shape.
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Summation of Meeting February 27, 2017

Meeting held at Unit F1, 724 Noyes, Mouratis Residence

Attending: Thom Walstrum Unit F2, Jeanine Bogart and Bob Silis Unit F3, and Patricia (Mia) Mouratis F1, Annie Kuhlman and David Galloway

Summation of items discussed and decisions reached:

Each of the residents of the three F-Tier apartments desired to have a Washer & Dryer installed in the area often described as the "Butlers Pantry" located between the Kitchen and the Dining Room. The stackable unit would be installed adjacent to the north wall (common to the corridor). Thom Wahlstrum, who is engaged in selling his unit, desires that the execution of the installation be the responsibility of the future owner. Mia Mouratis is ready to proceed as soon as possible and Bob and Jeanine can move ahead nearly as soon.

The work entails the installation of new plumbing that includes hot and cold supply and waste risers from the basement up through the third floor including a vent that penetrates the roof. To complete the installation of the Washer and dryers electric power to the units must be provided, and any necessary venting for the dryer must be installed or accommodated for in the dryer unit. Removal of existing elements at the desired location is also required. the purchase and installation of the washer and dryer units is also required.

The installation of the plumbing related work will be a shared cost between the three units. It will be equally shared. The Rookwood will have no financial input into the work but will need to review it and approve it. The scope of the work will be documented by a Mechanical Engineer hired by the three units. The documents provided will be used by the units to bid the plumbing aspect of the work to two to three contractors agreed upon by them and the Board. The selection of the designated contractor must have the approval of the owners of the three units and the Board. The Wahlstrums will participate in the process through the work generated by the consulting Mechanical Engineer. Afterwards the responsibility for the plumbing work will fall upon the future owner. This will be the responsibility of the Wahlstrums and their attorney and realtor to adequately convey to potential buyers. The execution of the plumbing work required for a washer and dryer installation will be required by that future owner.

Work related to the washer and dryer installation subsequent to the plumbing work will be required. This work will be performed by each individual resident on their own terms and design, schedule and individual cost. It must be approved by the City of Evanston and the Board, nevertheless. This work will entail necessary electric power for the equipment, appropriate venting of the dryer (if needed) connections of the equipment and all associated finish work and cabinetry work. In addition, appropriate protection of the washer water use and the inclusion of a protective pan and drain for use if the unit malfunctions and leaks water. The provision of appropriate electric power to the

appliances will be required. This power may be required to be pulled from the units panel boxes, some of which may be on the first floor.

David Galloway will investigate appropriate Mechanical Engineers to document the required plumbing work, present his selections to the three tier residents and the Board for their selection. This work is hoped to proceed as soon as possible. This documentation will assure that the work meets code and provides for accurate and competitive bidding.

Residents of the three tiers are requested to do their own investigating of possible washer and dryer units. They must collect specifications on each unit and present them to David Galloway for his review and submittal to The City of Evanston HVAC Code Inspector for his approval (particularly if the units do not require exterior venting of dryer generated air). If the City approves a ventless dryer the residents may purchase it and install it.

The Rookwood's attorney will be required to review any agreements related to this project. It is reiterated that since this work involves a new set of risers, that it will not be the responsibility of the Rookwood to pay for it or maintain it but the Rookwood will be required to assure that its installation maintains and poses no threat to the integrity of the building, both common and resident elements.

It is hoped that this process will provide a template for future such endeavors engaged by other owner/residents in other tiers.

End of minutes