

Rookwood Gardens

Agenda

Meeting purpose: June 2017 monthly meeting

Location: East laundry

Present: Jeanie Herrick, Dave Galloway, Jim Lord, Jossanka Fontonini, David Walker, Val True, Paul Torcelli

Absent: Annie Kuhlman, Dany Bourjas

Facilitator: Jeannie Herrick

Time-keeper: Jim Lord

Note taker: Jeannie

Please read: May minutes

Please bring: any pending proposals

Old Business:

1. Approval of minutes
 - a. May Board meeting
 - b. What are the dates of future meetings: Sept 5, Oct 3, Nov 7, Dec?
2. Update on units for sale –Annie/Jeannie
 - a. Jackson sale (to be discussed in closed session) S2 and A2 has an offer
 - b. Gu, Wahlstrom, Harburg, Swanson G2, N2, F2, N2 – Annie's email.
 - c. Any others?
3. Basement rental unit update
 - a. Renting—Jossenka is discussing with both Mirella and Valerie from Cagan to assist.
4. Update on 718 remodel –Jossenka and Dave G.

Wall Paper -Perl Decorating is starting tomorrow, June 2.
Colby quote – asked for a breakdown. This includes the wellness check on the doors. This needs to be coordinated with Allen to ensure the intercoms are not interrupted.
Maybe Bill can help move Kim's stuff.

Light fixtures have been ordered. Jossanka will make arrangements with electrician.

5. Building maintenance

- a. **Stairs** – Update – Jeannie- David W pointed out the painting has not been completed correctly in accordance with the Sherwin Williams paint standards. Sherwin Williams rep will come out and exam this for us as well to get his input. KEI did not apply or wash the surface of metal as there is oxidized layers on top of the metal from the incomplete work over two years ago. Let's get this rep out know and get their statement. Dave G and David W will coordinate. Railings are still not complete.
- b. **Windows** – Update – Jim L – Jossanka talked to Dave Darcy, maybe he will start next week.
- c. **Window sills** – Jim and Dave G. – Dave G will coordinate with Dave Darcy of the survey to look at window sills
- d. **Laundry rooms** – Jim – update – five non-coin washer pairs being ordered. Total: \$9559, with 50% down. Let them deliver, but we want COLE to remove the machines on their own. Take possession of machines.
Storage lockers: Dave G has drawings as to where to install these and the particular walls. Jossanka will make labels for us.

6. **Masonry Update** – Jossenka update – mid June but waiting for rain to conclude. He will come next week to clean the stone and get a sample to ensure that his product will not discolor the stone.
What needs to be done on the alley – Dave will coordinate with Jossanka on getting this set up.

7. **Update on concrete proposals**- David G. -Val pointed huge puddle formed in the back courtyard. Do concrete slab first around the catch basin and the beam above garage 6 beam, everything else secondary if we have to then columns and slabs, the other garage beams in that order of priority depending on the budget. This will be tabled until we know the budget of window sills. There is one other component and that is a collapsed pipe – Jossanka will get a quote from Northfield.

8. **Insurance for scaffolding** – Jim L. to report – Hannover renewed for the year for the general building. Jossanka will reach out Hannover to arrange for an adjustor to look and see if we have sufficient insurance for

9. **Update on Landscaping**—Jeannie – garden committee presented it plans from Nature's Perspective and the planting and thinning out ferns. Going forward we can discuss planting on the sidewalk.

10. **Tree maintenance update:** Jossenka – Tree folks will be out shortly and Cagan will notify us when they arrive.

11. Any other old business

None

New Business:

Manager's Report – May report from Jossanka. (she will email this to us – appended at the end. Some items may be redundant. Going forward, Cagan report and Meeting minutes will be more closely integrated – see Jeanine and Jossanka.)

English Ivy and the Virginia Creeper. There is a difference between the two. Valerie suggested testing a different ivy to approach this and reach the compromise. Get Hawk out here and assess the situation and discuss later.

Carpet cleaning: Paul requested this be done quarterly. Budget will not allow this. Jossanka will coordinate with Bill for the gutters and risers. General Maintenance repairs – rod Kitchen stacks one year and baths the next until we get on a regular schedule. and catch basins every.

Matthews Roofing Jossanka will arrange roof inspection
Carpet cleaning done after 718 redecorating completed.

Boiler Cleaning- Jossanka will arrange for this.

Cagan report

Manager's Report – June 1st, 2017

ACCT. BALANCES as of 5/31:

- Operating: \$243,557.71
- Reserve Bal Combined: \$158,487.65 (MM: \$78,965.21; Sav: \$78,900.03; Replacement Reserve: \$622.41)
 - Total: 402,045.36

PENDING ITEMS

- Garden unit rental status/ need unit keys (James)
 - o \$1,350 rent, 1 month's rent commission, contract to get signed tonight.
- 718 Tier Renovations
 - o Wallpaper work (material ordered to be delivered onsite)
 - Pearl Decorating starting tomorrow 6/2
 - o New mailboxes (brushed brass color from Bommer)
 - Total price from Colby is \$1,840 (includes new mailbox, priming, painting and installation)
 - Intercom technician, Alan will come out on day of mailbox removal to make sure intercom wiring is not interrupted. We just have to give him a week's notice.
 - o New light fixtures
 - fixtures ordered but have not had any dealings with electrician

- Window Repairs (Dave Darcey)
 - o Courtyard
 - Project hasn't started yet – Scaffold has been set up –
 - o Noyes (top 2 floors only)
 - he will be using a scissor lift for this portion simultaneously
- Laundry
 - o New Machines (5 non- coin operated washers and 5 dryers)
 - Kelly Coin can get all the machines in by 3rd week in June
 - Currently in stock 5 washers/ 1 dryer
 - Need 50% down payment / total expense \$9,559
 - o Storage lockers
 - installation details to be discussed tonight and passed along to janitor to complete work (Bill can complete by end of next week- 6/9)
- Back Stairs/ Porch Project (metal work – project started in 2015 – project manager hired and Dave also in charge of project – Dispute pending)
- Masonry
 - o Work to start in July by Hawk Masonry (weather permitting)
 - Touch base with Dave Galloway for specs and scheduling?
- Concrete (alley area & in some garages)
 - o Dave Galloway has 3 bids
- Landscaping
 - o Bartlett tree was out today to spray trees (in future more notice to be provided)
 - o Natures Perspective quotes – Board to further discuss
- Insurance – Renews on 6/12 (information listed below for your reference)
 - o Policy through Hanover Insurance (Policy # ODCA015311)
 - o For a certificate of insurance copy, log online: <http://www.totins.com> or call 847-656-0446

2017 Routine Maintenance

- Semi- Annual Gutter Cleaning
 - o Andy's Custom Gutters in Skokie (should be done every spring & late fall) – Will schedule your spring service this month
- Annual plumbing/ rodding of sewer lines (why two different plumbing co. and why not done all at same time?)
 - o Stacks done by Northshore Sewage
 - o Catch basins done by Northfield
- Front lobby doors
 - o David Colbey to come out annually every spring to inspect
- Landscaping
 - o contracted Nature's Perspective for lawn maint.

- Roof Inspection (life expectancy 3-5 yrs- Should be inspected at least annually, every spring)
 - o serviced by Matthews Roofing
- Semi-Annual Carpet Cleaning (Paredes Maint)
 - o Spring – after 718 has been completed and fall
- Porch Painting
 - o Completed every 3 years / ongoing dispute with vendor
- Annual Boiler Cleaning (every summer)
 - o To be completed in June by Spannueth to prepare for next winter season
- Dryer vent cleaning (should be cleaned every fall by Kelly Coin)

Closed Meeting: