

Agenda
Rookwood Gardens Coop Board Meeting
Jan. 4, 2016

In attendance: Lisa Comforty, David Walker, Emily Testa, Laura Pawuk, Jim Lord, Thom Walstrum, Annie Kuhlman, Alice Hanko, Bill Kalinowski

Guest: Paul Torricelli

1. Minutes review (November 2015 and 2015 Annual Meeting)
Nov meeting 2015 approved. Annual Meeting meetings are still being reviewed.
Annual Meeting minutes are forthcoming.
2. Most pressing issues
 - i. Board Issues
 1. Nominating Committee follow-up, next steps; need quorum of shareholders?

Bob Michaelson was going to chair nominating committee and was unable address this. A second chair was nominated for this committee and two new members were nominated.

We can either address the entire shareholders and ask to vote OR per Emily's suggestion find a replacement, and have this done at the next meeting to include Annie K. and Thom W. as new (non-voting) members of the board.

As we don't think there will be any objections, we can place the flyer to the Rookwood. President suggested sending a quarterly newsletter. Maybe send a simple newsletter (maybe this can be down the list). Maybe add this DL to the new quarterly email.

Action: Emily will send a formal notice and send via email to shareholders and ask for shareholders to approve the board.

2. Roles of new members; intro to being on the Board
Suggestions were asked on the best manner to incorporate them.
3. President's term

Lisa president, Jim will keep the Secretary, Laura will continue being member at large, David will show Thom the ropes of the treasurer to eventually transfer. Annie will to become Member at Large when Laura steps down.

4. Board process, generally

We need to address to the shareholders that the expectation of replying to a concern is 5 business days. Quarterly report, might be nice to remind what's happening.

ii. Need to facilitate communication with residents: email list or listserv needed

Thom will set up a Distribution List for the Rookwood and get information to residents. Jim will get the most current list to Thom Stairs construction update/vote on color dispute. Can we get a flyer to Jordan that is something to opt into for email notices and not snail mail? Do we need to discuss with Jordan is a waiver needs to be added to the proprietary lease for electronic notices.

Action: David will contact Jordan re updating our language to allow circulation of coop docs electronically in lieu of paper.

iii. Stairs construction update/vote on color dispute.

C&S dictates 50% due on schematics. The color does not correspond to the color we requested. We will pay in full and work with them to as other buildings in the community are watching this project for their own buildings. Board unanimously voted to pay this.

We have notified KEI that we need a response in an effort to accommodate completion.

Discussion of best options re C&S & KEI; with an anticipated 5% or less chance that the city historical committee would review our work, best option is to pay the whole amount due, and ask the company to work with us, encouraging them that there are other buildings following our project who would like to work with them and we would like to be able to recommend them. Discussion of withholding 5% resulted in a unanimous vote that we move forward and pay the full amount. David made a motion to pay C&S full amount. Motion seconded (I think by Laura), all in favor.

Action: David to send Alice authorization to cut the check to C&S.

iv. Garage situation/elderly residents

Elderly residents requested the garage access due to the snow.

President explained to the contractors the need to let them have access. They seemed agreeable and sympathetic to helping us this situation.

Laura will give her access to Garage 5 to Pat

Action: David to follow up with friendly approach asking them to confirm that they have received his communications.

v. Neighbor's complaints about construction/snow plowing

As the Rookwood pays for snow removal from alley that they benefit from, we welcome their contribution to paying for the plowing of the alley. President will respond to neighbors and ask them to share the cost of the snow removal if this continues. All agreed that not all their complaints warrant a response.

vi. Door repairs

Affiliated with item 8 (734 mailboxes and security keys). Carpenter looked at troubled exterior doors. We have a proposal for the mailboxes but not doors. David will send the mailbox proposal to him and maybe just forgot to include the door proposal.

Action: Alice to contract Harry H (Helmstree?) re beginning the mailbox work and to request that he send the proposal for the door work asap. This is potentially a 2 month project. Proposed that work begin with most urgently in need of repair >730. David and Alice will follow up. This is a priority.

vii. Signs

List of signs needs "back stairs", "laundry room doors,"

Signage:

New numbers will be ordered for the back stairways that are deteriorating wood signs currently; signage for the stairs re No Salt need to be made. Decided that no signage will be put in front lobbies reminding residents to close doors behind them are necessary. **Door project to be addressed directly.**

viii. Mailbox/doorbell labels

Name on mailbox and backstairs issues

- ix. Laundry contract update/pipes/laundry room updates
We have not heard from old Laundromat contractor.

Currently between contracts, and David is working on addressing terms of the new company's contract. If we cannot come to an agreement, another bid will be pursued. Discussed that owning the machines outright does not make financial sense, and that the volume of complaints that arise re laundry/machines would make this an unreasonable burden to handle internally.

- x. Security /keys
Theft: Seems to be happening in all tiers, but primarily 734.

Action: communication in quarterly newsletter/report re common areas should be highlighted.

Estimate on re-keying the building would be approx. \$4k; all agreed that this is not necessary at this time.

Key inventory was completed to reduce the theft. Do we want to remake keys? About 50 are still missing. No changing the keys for now. Bill has a process on keys.

- xi. Discussion of annual meeting/assessments committee

David's explanation of how the increases were calculated generated discussion about the need for earlier communication of such increases, as well as some creative suggestions about debt financing (Thom), improved ways to smooth the increases and how to communicate this with to shareholders. Role of proprietary lease in relationship to assessment increases was discussed as well. Determined that board can address this topic as necessary as it is not in the bylaws.

3. General building maintenance issues
 - i. Roof
 - ii. C1—plumbing
 - iii. Repainting of east 724 lobby wall (green part).
 - iv. Garages #8 and 14.
 - v. 734 cabinet
 - vi. Grounds care
 - vii. Gutters
4. Large capital improvement issues
 - i. Windows/Masonry/Scaffolding
 - ii. Stacks Cleaning
 - iii. Roof Repairs & Long-Term Replacement
 - iv. Boiler/Heating system
5. Other items not yet discussed:
 - i. General administrative issues
 1. Ongoing updating of the three main documents (proprietary lease, bylaws, house rules)
 2. Ongoing analysis of the Rookwood's management needs: Cagan, Walker, AJB&G, and others
 - ii. Status of apartments F1, A1, and sales, generally
 - iii. Project consultant's report (David Walker)
 - iv. Treasurer's report (David Walker)
 - v. Cagan Report (Alice Hancko)
 - vi. AJ Building & Grounds report (Bill Kalinowski)
6. Policy Discussions (optional)
 - i. Email/communication
 - ii. Garage Lease and Procedure Formalization
 - iii. Heat
 - iv. 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
 6. Others
7. Closed Session