

September 7, 2017

Rookwood Garden Board Meeting Minutes Approved 10/3/2017

Open Meeting Called to order at 7:38pm

Attendance

Jeanne Herrick, Annie Kuhlman, James Lord, David Walker, Annie Kuhlman, Dany Bourjas, Bill Kalinowski, Jossenka Fontanini, Nancy Ashmore, Nikki Ashmore, Jordan Cramer

Absent: David Galloway

Guests: Val True, Bob Silis

Prior meeting minutes approved

Manager's Report: Jossenka Fontanini:

Manager's Report – September 7, 2017

ACCT. BALANCES as of 8/31:

- Operating: \$245,094.62
- Reserve Bal Combined: \$158,490.62 (MM: \$78,999.29; Sav: \$78,923.92; Replacement Reserve: \$567.41)
- Total: \$403,585.24

PENDING ITEMS

Window Repairs:

- Dave Darcy – Courtyard still in progress
- Noyes (Silis) – this can be done into the fall

Plumbing Drain Repair in back, off A- tier stairs

- L & G Plumbing \$3,100 to redo the storm drain and replace 3'x 3' concrete
- Cahill \$3,300 for drain rebuild and concrete work
- Northfield- Plumber is non-responsive - board agrees, Northfield is OUT.
- Board agrees to use Cahill, for the slight difference in price, they know the building and we know their work, please proceed.

- Heating pipe enclosure behind bldg

- Saud Mrkulic \$2,600 (15ft x3ft, 1/8 metal sheets)
- Halo- Option 1: \$3,500 Remove the top section of the enclosure and dispose, replace damaged insulation as needed, install new sheet metal to top, sides and underside of enclosure, seal connection to brick walls
 - option 2: Demolish all 4 sides of the existing enclose and dispose of all metal, install new insulation, build new 15' x 3' metal structure to same dimensions as existing, prime and paint new metal, connect into masonry as needed. Cost = 7,250.00
- F& S Construction \$1,300
- President suggests that this should be an apples=apples bid process, and suggestion of V.True that it would be good that it be bid as a non-reactive material. J. Fontanini

reinforced that receiving these bids is being proactive/preventative – this is an aesthetic issue and not urgent that this work be done imminently.

2017 Routine Maintenance

- Semi- Annual Gutter Cleaning
 - Andy's Custom Gutters in Skokie (completed on 7/20 & late fall again – early Nov)
- Annual plumbing
 - Stack & Catch basin cleaning by Northshore Sewage
 - Kitchen stacks COMPLETED on 5/27 – annual service
 - Bath stacks (due every 3 years) due in 2018
- Front lobby doors
 - David Colby to come out annually every spring to inspect – completed this July, fixed 734 entry door
- Roof Inspection (life expectancy 3-5 yrs- Should be inspected at least annually, every spring)
 - serviced by Matthews Roofing in August. Replacement cost \$233,900) J. Fontanini will clarify what this bid is specifically for – flat white roofing?
- Semi-Annual Carpet Cleaning (Every Spring)
 - Completed in July after 718 mailbox install – Do we skip Fall service or schedule again in Nov? Board would like this to be scheduled for January 2018.
 - In addition, J. Fontanini to get quote from Paredes (by tier) for having the terrazzo maintained, with the clear message that we would like to know what the cost is and might be interested in having one tier (the lowest quote, presumably the smallest sqftge) cleaned/restored to see the results.
- Porch Painting/ power washing
 - Completed every 3 years / ongoing dispute with vendor
- Annual Boiler Cleaning (every fall)
 - Completed on 9/5
- Dryer vent cleaning (should be cleaned every fall by Kelly Coin, effect next Sept.2018)

Other Business

Item for the next budget – Received quote for the outlets for the roof - \$3678 (not sure of vendor); these outlets would be run off the top of the lights at the top of each exterior stairwell (addon to existing conduits).

Garden Apartment:

- Bill K. – Please check the Garden Unit and purchase new window blinds for the windows that need them.
- J. Fontanini will contact the Garden Tenants to see if they would like the AC unit installed. If so, plan will proceed with getting Jason @ Hawk to cut the hole for the AC/Bill get AC unit and install.

Hawk Masonry:

- Too booked to do any work at RGC this season. J. Fontanini, please give Jason a deposit on 2018 Spring work ASAP. We want to make sure that he knows we want him on site and are committed to have him perform work.

Suggestion from Jossenka Fontanini:

Jossenka feels the Board is under-utilizing Cagan's management skills and would like to help us streamline our processes. Jossenka will meet with vendors in conjunction with board members on projects, or in the board's stead and create contracts and act as the primary contact managing the projects. This will also allow Cagan to have record of agreements between our vendors and the RGC so that we are all on the same page, and will help Cagan keep a master file of our contracts, invoices, schedule, etc.

Landscaping:

Landscaping committee will try to meet the week of 9/11. Jeanne will meet with Tom from NP to get a handle on the plan we have agreed to and clear up the email that she received that seemed to be the wrong plan;

Loan on Stairs: checks will be paid out this week: J. Fontanini > Christine K. now has everything she needs to pay these checks out.

Budget Meeting - 9/19 – 6pm

Next Board Meeting 10/3 – 7pm

Meeting Over – 9pm approx.