

ROOKWOOD GARDENS CO-OP MEETING MINUTES APPROVED

October 3, 2017 – 7pm

Attendance: Jeannie Herrick, Dany Bourjas, James Lord, David Galloway, David Walker, Annie Kuhlman, Jossenka Fontanini

Bob Silis, Bob Michaelson

Meeting Called to Order – 7:03

Call for any changes to Prior Meeting minutes? Move to approve, second, and all in favor> approved.

Manager's Report – October 3, 2017

ACCT. BALANCES as of 9/30:

- Operating: \$206,178.02
- Reserve Bal Combined: \$158,514.31 (MM: \$79,012.82; Sav: \$78,934.08; Replacement Reserve: \$567.41)
 - Total: \$364,692.33

PENDING ITEMS

- Plumbing Drain Repair in back, off A- tier stairs
 - o Board approved Cahill \$3,300 for drain rebuild and concrete work – awaiting start date (~ 2 wks out)
- Heating pipe enclosure behind bldg (Cosmetic repair – Both Spannuth & Cahill said to use aluminum / siding for enclosure that lasts – not necessary to be covered, purely cosmetic as pipes are hot in winter and will not freeze)
 - o Saud Mrkusic \$2,600 (15ft x3ft , 1/8 metal sheets) *Spring 2018
 - o 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
 - o F& S Construction \$1,300
- Terrazzo cleaning and sealing in 743 tier – pending
 - o Left Paredes a total of 3 messages and VM is now full and no longer accepts messages. I have requested a quote from Anchor Carpet.
- Electrical
 - o Roof outlet install \$3,678 + permits
 - o Laundry room circuit 11 still popping – pending
 - o laundry room- quote to raise outlets above water level – quote pending “
- Missing Unit Keys
 - o G2, H3 &N1- We will contact shareholders to get us a copy of their key
- Tuckpointing – Hawk Masonry
 - o Job has been postponed to Spring 2018 (pending item: Mortar color)

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2017 Routine Maintenance

- Semi- Annual Gutter Cleaning
 - o Andy's Custom Gutters in Skokie (completed on 7/20 & late fall again – early Nov)
- Annual plumbing
 - o 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
 - o 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)
 - o serviced by Matthews Roofing in August. Replacement cost \$233,900
- Carpet Cleaning (3 times a yr.)
 - o Completed in July after 718 mailbox install – regular schedule moving forward : Jan, April & Oct service
- Porch Painting/ power washing
 - o Completed every 3 years / ongoing dispute with vendor
- Annual Boiler Cleaning (every fall)
 - o Completed on 9/5
- Dryer vent cleaning (should be cleaned every fall by Kelly Coin, effect next Sept.2018)

Additional Open Business

- o Tuckpointing (job has been postponed till spring 2018)
- o Window Project- Jeannie will be Board contact with Dave Darcy going forward and Jossenka/Cagan Point for detailing the work being done on all contractor projects. David Galloway to provide printed elevations for Dave Darcy so that we can capture accurate detail of what work has been completed and when. Until then, Darcy will continue around courtyard; Silis windows are complete (!!); Bob Michaelson wondering when his panes will be replaced? We know these are on order; AK notes she also has some, and DD has assured her they will be replaced shortly; can work on replacing panes where frames do not need repair well into colder months. We will hold off on sills unit next year.
- o Concrete bid \$34,200 (near alley area & in some garages(structural to building) – Dave G. – This large project will be determined once we have a final budget for 2018.
- o Landscaping– Jeannie - \$2636.75 & \$500.00 invoices in dispute with NP; wrong contract was signed by Cagan and NP executed the work before this could be disputed or rectified; Cagan will absorb this error; we will work with NP through the despite the communication difficulties and see where we are come spring and reassess; JF will follow up with NP to work on the credits due to us that are not in dispute so there are monies to work with (additional landscaping budget).
- o Back stair update -Jeannie - we do have one more outstanding invoice for KEI to pay (their Porta-John – AK unsure of vendor here) and will be sure to receive waiver of lien to keep on file
- o Inventory of Keys – Bill to provide update
- o Budget update - David Walker to make some edits to the line items to establish annual maintenance items under operations, though this is very labor intensive (effects many spreadsheets and formulas) we will then be able to look at the budget for final approval in advance of the Annual Meeting.

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2017 Board Meeting Schedule: 11/7 & 12/12

Adjournment