

# Rookwood Gardens Board Meeting Minutes, Feb 2020

**Date:** February 3, 2020

**Location:** East Laundry Room at Rookwood Gardens Coop

**Time:** 7:00pm Central

## **Present:**

Mary Beth Corbett, Board President

Dan Rosenthal, Board Vice President

Maryam Kazemzadeh-Atoufi, Board Secretary

David Walker, Board Treasurer

Lauren Lopez, Board Member

Aida Kovacevic, Cagan

## **Agenda:**

Call to order: 7:04pm

### Approval of prior meeting minutes (Jan 2020)

The minutes of the previous meeting were approved by Maryam, Mary Beth, Dan, and Lauren.

### Manager's Report

- Account balances as of 12/31/2019:
  - Operating \$176,616.83 / Reserve Combined: \$255,363.15
  - These numbers do not include any taxes.
  - The transfer from operating to reserve has been approved.
- Project updates
  - Boiler Updates - *In process*
    - There is heating imbalance most likely related to radiator trap issues that will be addressed as scheduled for the spring and a potential banging issue that is probably in the piping in the garages.
    - The boiler installation is completed except for a small amount of wiring. The boiler wiring, new Rand D temperature control wiring and modulating boiler control wiring is scheduled to be completed tomorrow. After the wiring is completed, they will schedule the factory burner start up technician to tune in the new boiler/burner.
    - The installation of the new temperature sensors has been installed in the following units: A1, A3, E1, E3, F1, F3, O1, and O3. They have also removed the TRV operators on the radiators near the sensors in these units.

- We are waiting on The Steam Whisperer to set a time to check all the basement and garage piping for traps and then test and repair these traps as necessary.
    - David W proposes to raise the set point so that the system kicks on sooner (average temp of building).
- Boiler Violations
  - Steam Whisperer has been notified and are looking into it.
  - **Board to check in with Bill about letting inspectors into the building.**
  - Board requests that residents inform the board first with any complaints before contacting inspectors.
- Snow-ice building notice
  - City inspector mentioned that there is an advertisement for a rental. Rentals must be registered with the city of Evanston. Does this mean when advertising for a rental or after signing a rental agreement?
  - **Aida to clarify with the inspector.**
- Annual Fire Extinguisher Certification and Testing - *In process*
  - Board approved proposal from Henrichsen's Fire and Safety in the amount of \$1,455.21 for annual fire certification and 12-year hydro testing. Scheduled for 02/05/2020.
- 734 Back Storm Doors - *Completed*
  - J & E completed the installation of the back storm doors.
- Backflow Preventor - *Completed*
  - We received a notice from the city regarding the backflow preventor. This device needs to be inspected annually by a license plumber. Northfield plumbing was out to complete the testing and has sent the report to the city. We are in compliance at this time.
- Structural engineer bids for roof RFP
  - We have two bids from **ACG Group**: \$9,915 + additional fees for graphics, solar design and site visits and **Klein & Hoffman**: \$18,000 + \$2,400 to contractors for bidding, historic preservation services, feasibility study of solar collectors and bidding assistance and services during construction.
  - Aida has reached out to Illinois Roof Consulting Associates based on a recommendation from a colleague. Once we have this third bid, it is Aida's recommendation that we invite all three bidders to the March meeting to discuss their proposals. And so we can ask questions.
  - Board agrees that we will invite all three bidders to the March meeting. **Board requires that bidders be clear about pricing and services.**
  - **Board to email questions and concerns to Aida about the roof.**
- Window/pane repairs
  - *S3 window pane repairs pending - Darcey spoke with shareholder directly and both agreed to wait to complete in the spring.*



- Board approval to have Bill install door seals for both parties involved using funds from the fine.
- S2 Water Damage and Sales Issues
  - Ron was the one who did the work after the fire.
  - **David to clarify for Aida in an email.**
- Gardening/Grounds Keeping Contracts for Spring/Summer 2020
  - Tree spraying, lawn, hedge trimming, spring/fall cleaning, tree trimming, etc
  - **Aida to double check the consistency of all gardening/grounds keeping contracts.**
- C/D Tier updates - *pending*

Next board meetings: March 2nd at 7pm, April 6th at 7pm

Adjournment: 8:21pm

**Action Items** bolded in the minutes.

Meeting minutes submitted by: Maryam Kazemzadeh-Atoufi

Meeting minutes approved by: