

# Rookwood Gardens Board Meeting Minutes, June 2020

**Date:** June 1, 2020

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

**Time:** 7:00pm Central

## **Present:**

Mary Beth Corbett, Board President

Maryam Kazemzadeh-Atoufi, Board Secretary

David Walker, Board Treasurer

Lauren Lopez, Board Member

Annie Kuhlman, Board Member

Aida Kovacevic, Cagan

Bill Kalinowski, AJ Building and Grounds

## **Agenda:**

Call to order: 7:10 pm

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

The minutes of the previous meeting were approved by all present board members.

### Manager's Report

- Account balances as of 04/30/2020:
  - Operating \$75,930.24 / Reserve Combined: \$351,818.52
- Project updates
  - Boiler Updates - *In process*
    - The project to eliminate the traps in the living units so no trap repair work is required in the future is on hold due to current life safety issues related to the pandemic. This component was part of the original contract with The Steam Whisperer, referred to as Project E on the contract.
    - The board approved moving forward with the following
      - Acid clean old boiler
      - Remove leaking return piping
      - Dismantle and clean old boiler king valves
    - Board will consider the add-on after we know the full cost of Project E from the original contract.
  - Structural engineer bids for roof RFP - *Pending*
    - Hicks Architectural Group was selected as the consultant for the roof replacement project. The following is an outline of their next steps:

- Schedule the IR drone inspection. This survey is completed at night. They will confirm the inspection date so that we can notify unit owners of the drone inspection schedule.
    - Schedule Hanson Roofing to make inspection openings of the existing roof to determine the exact type and condition of the existing roof system.
    - Prepare Roof System Assessment Report for board review.
    - Prepare bid documents.
  - Known leaks on the top floor units:
    - A3 has continual leak in the kitchen by the window
    - O3 has needed repairs on the wall between the living and bathroom. Also a leak in wall between bedroom and kitchen -- could be masonry
    - E3 above the bathroom and east bedroom has some leaking
    - S3 has bubble on the wall in the bedroom
  - Hicks has requested floor plans of the third floor units.
- Window/pane repairs
  - *S3 window pane repairs pending - will advise owner to reach out to Darcy and schedule.*
    - **Maryam to reach out to Dave for window repairs.**
  - *David Walker had a conversation with Darcy and will provide an update during the meeting this evening.*
    - Darcy has not found a lift for a good price point yet.
    - **Aida to reach out to Masons for a long term masonry repair plan.**
    - *In the meantime, Board will look into plaster repair for the unit with water damage next to the window.*
  - *Dave is currently working on the windowsills in the garden center.*
    - *Some residents are concerned about the length of time of repairs. This is due to the fact that the project is sensitive to weather and temperature, specifically rain. One possibility is to request that Darcy start the work a bit later to avoid the rainy season.*
- Back concrete approved repairs (QRI) - *pending*
  - *Remaining work - Aida sent a follow up email to our contact, but has not heard back on the schedule.*
    - **Aida to reach out again for follow up.**
- Garage 8 - *Completed*
  - Raynor Door was out on 05/08 and completed the installation of the new garage door operator.
  - The garage has been cleared (by Bill) of all items.
  - Resident who was interested in using Garage 8 - their car does not fit.
  - **Aida to send out an email to those with a garage to see if they want to switch to the smaller garage for \$85/month.**

- **Bill to measure the length of the garage.**
  - Boiler Room Clean Out - In process
    - Bill will join us on the call this evening so we can discuss next steps in cleaning out the boiler room.
    - **Bill to start clearing out and throwing away stuff. Mattress is the hardest thing to get rid of. Board to pay for a pick up of the mattress.**
- Old business from the Board
  - Internet/Cable Package for Building
    - Todd Empanada from Comcast reached out last week to say that our property is finally built in (not sure what this means but have asked for clarification) and that he can now provide us with a quote. Email sent over the weekend asking to receive the quote by this evening for the meeting. If received, we forward to the board for review and discussion.
  - Planting in the garden area / summer landscaping (Paul)
    - Paul provided the Board with a bid from Chalet for lighting the entrance to the East Garden.
      - **Board approved this bid from Chalet.**
    - Paul has requested to schedule a walk around the garden, courtyard, and exterior of the building with the Board.
      - **Aida to communicate to Paul that we will schedule for a day in August/September in preparation for the budgeting meeting in October. The walk-through will be a 30 minute walk before the Board meeting, scheduled for 6:30pm.**
  - Timeline for bylaw, proprietary lease changes
    - Board has decided to table this for next year in light of COVID-19.
- New business from the Board
  - Master insurance policy renewal
    - Renewal is due by 06/12. Current broker is Total Insurance. Current annual premium is \$27,574. Renewal quote for existing carrier is \$30,497 and next best quote is at \$31,212. Increase in premium due to the large fire claim reported on 08/02/19.
    - Reached out to Rosenthal Brothers, another broker, for alternate quotes.
    - Board has decided to renew with current insurance in the event that the others are more expensive.
  - Garden lease
    - A copy of the lease has been provided to the new renters of the garden unit. They moved in last week Thursday.
    - Bill has been adjusting the doors for the garden unit. If we need to bring in a door repair man, we can. No need to replace the doors but we might need to trim them down.
    - **Bill to provide renters with a key to bike garage, to inform renters to move their rugs indoors, and to get a bike key for Dan (K3).**

Next board meetings: July 6th at 7pm, August 3rd at 7pm

Adjournment: 8:25pm

**Action Items** bolded in the minutes.

Meeting minutes submitted by: Maryam Kazemzadeh-Atoufi

Meeting minutes approved by: Mary Beth Corbett, Maryam Kazemzadeh-Atoufi, David Walker,  
Lauren Lopez, Annie Kuhlman