

Rookwood Gardens Board Meeting Minutes, May 2020

Date: May 4, 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

Residents: Jim Lorde, Paul T., Kimberly Allyn

Agenda:

Call to order: 7:08 pm

Approval of prior meeting minutes (April 2020)

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

Manager's Report

- Account balances as of 03/31/2020:
 - Operating \$63,709.31 / Reserve Combined: \$343,733.52
- Project updates
 - Boiler Updates - *In process*
 - The Steam Whisperer will be out on Thursday to complete the replacement of the steam traps in laundry rooms and storage lockers. In unit steam trap replacement will be scheduled once the stay at home order has been lifted. Residents have already been informed.
 - Project E does not include a time and materials estimate.
 - Unanimous approval of board members present to move forward with the Feb 24th proposal with a note "not to exceed \$25,000."
 - Structural engineer bids for roof RFP - *Pending*
 - *Review of updated bid from Hicks Architecture.*
 - Unanimous approval of board members present to move forward with Hicks updated bid.
 - Window/pane repairs
 - *S3 window pane repairs pending.*
 - *Darcey has begun in the garden area.*

- *Dave Darcey is aware of Dave G. unit damage and will coordinate with Dave G.*
 - **David Walker to reach out to Darcey concerning the lift.**
 - Back concrete approved repairs (QRI) - *pending*
 - *Confirmed remaining areas with QRI. Waiting to be placed on the schedule and notice will be sent out.*
 - Garage 8
 - Aida contacted 1-800-got-junk, which quoted \$600 to remove the stuff. They require payment by credit card.
 - Board would like to get a garbage or dumpster company so Bill does not have to clear out the garage on his own.
 - **Aida to ask about clearing out the boiler room as well.**
 - **Aida to follow up with Raynor. If no response, we will try to go with the other vendor.**
- Old business from the board
 - Internet/Cable Package for Building
 - Board and Aida are waiting on a quote from Todd Empanada from Xfinity (Comcast). Board would like the proposal to include a combined internet and cable option as well as separated options.
 - **Board to send out a survey to residents after receiving the proposal.**
- New business from the Board
 - Planting in the garden area/ summer landscaping (Paul)
 - The east garden needs a facelift. Courtyard could be made more inviting and useful. This year, the allocation for landscaping is \$1500.
 - Paul requests that the board walk the grounds with him to discuss landscaping plans and ideas. Board agrees to do so after the stay at home order has been lifted (estimate mid-late June or July).
 - **Board to budget more money for landscaping projects in the fall for the next year.**
 - **Paul to reach out to Chalet for quotes on lighting in the east garden.**

Next board meetings: June 1st at 7pm, July 6th at 7pm

Adjournment: 8:04pm

Action Items bolded in the minutes.

Meeting minutes submitted by: Maryam Kazemzadeh-Atoufi

Meeting minutes approved by: