

Rookwood Gardens Board Meeting Minutes, Sept 2020

Date: September 1, 2020

Location: Zoom

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
Annie Kuhlman, Board Member

Aida Kovacevic, Cagan
Bill Kalinowski, AJ Building and Grounds

Residents: Jim Lorde, Victor Carapella, Cameron Barrie, Jim Lorde, Robert Michaelson, Valery True, Dave Galloway

Agenda:

Call to order: 7:04pm

Approval of prior meeting minutes (August 2020)

The minutes of the previous meeting were approved by Mary Beth Corbett, Maryam Kazemzadeh-Atoufi, David Walker, Lauren Lopez, and Annie Kuhlman.

Manager's Report

- Account balances as of 08/31/2020:
 - Operating \$73,298.09 / Reserve Combined: \$359,963.82
- Project updates
 - Boiler Updates - *In process*
 - All the radiators have been modified in all units except for one, which we are arranging access and another unit that still needs that valve changed.
 - The old boiler has been acid cleaned and the valves cleaned and are now operable. The techs have replaced 2 of the bad main traps. The other traps in the garages and the radiator work in the garages has not been completed since Bill was out of town for a family funeral. Will coordinate the completion of those next week.
 - While cleaning out the old boiler, they also flushed out the new boiler and the vacuum pump. They found that the check valves on the vacuum pump were not working and need to be replaced. This needs to be done before

- the pumps are put back into use to protect the pump impellers. The Board needs to approve the repair to the pumps. The manufacturer will supply the parts for free.
- They hope to get the rest of the system work done in the next weeks or so, in coordination with Bill's schedule.
 - They will schedule a final day to turn on the system and pressure test all the changes and repairs before the heating season. They will need access to all areas (including inside all units) of the building during the test. Typically this is a single day.
- Structural engineer bids for roof RFP - *In process*
 - Hicks Architectural Group was selected as the consultant for the roof replacement project. The following is an outline of their next steps:
 - The IR drone inspection was completed.
 - The site inspection with Hanson Roofing to make inspection openings of the existing roof and determine the exact type and condition of the existing roof system has been completed.
 - The Roof System Assessment Report was provided to the Board for review.
 - Bid documents will be prepared as soon as Board has finalized review of the report and provided approval to proceed.
 - Timeline to start roof replacement is Spring 2021.
 - Hicks recommended that the shingle and slate materials on the roof be inspected for hail damage to determine if an insurance claim should be made.
 - Board authorized Hanson Roofing to inspect at a cost of \$350 -- pending results.
 - Aluminum Cladding on Windows - in process
 - Rob's Roofing scheduled for 9/3 pending Board approval.
 - Board voted to approve provided the A/B tier is notified promptly.
 - Kitchen Stack Rodding - In process
 - North Shore Sewage and Drainage is scheduled for the week of September 21st. Notice to all owners will be sent closer to that date.
 - Carpet Cleaning - completed
 - All common area carpeting was cleaned by Anchor Carpet Cleaning.
 - Old business from the Board
 - Internet/Cable Package for Building
 - Review of survey results: 59% of residents responded with half for and half against the combined package.
 - A resident expressed concern about the board making a decision without majority shareholders in favor.
 - **Board to review the survey results in detail for discussion at the next meeting.**
 - Review stair washing quote

- Dave Darcey: \$3500
 - Aqua Pro Power Washers: \$745, medium pressure washing
 - Stair washing should be done twice a year: spring when salting is complete and fall after the leaves have finished falling
 - Board approved Aqua Pro Power Washers for stair washing once the leaves have finished falling.
 - Review garage wood painting work quote for garages 6, 8, 9, 13, 14
 - \$1500 to paint the trims and \$800 to paint the garage doors as well.
 - Landscaping walkthrough results
 - The goal of investing in landscaping is to make the outside of the Rookwood more inviting. In general, the plan is to transplant plants to fill in empty spaces, increase lighting, place urns and flowers to highlight the entrances, and make more seating areas, especially in the garden area.
 - **Board to consider these plans for the next budgeting meeting.**
 - Garage #8 has been rented
 - State boiler inspection passed
 - Discussion about hole underneath stair at the bottom of A tier
 - **Bill to take a look at this.** Most likely a minor patch job.
 - **Aida to look for quotes for this patch job after Bill's evaluation.**
 - Recycling bins
 - **Aida to follow up with the city on the recycling bins.** We've been waiting a while.
- New business from the Board
 - Annual apartment inspections
 - Proposal brought forward by a resident including prepared documents (accessible online). During COVID, such inspections would be fully opt-in and follow all guidelines of the state and the CDC.
 - A resident suggested there be a pilot program with a currently unoccupied unit and with a handful of volunteers. At such inspections, there must be a representative of the building (Bill or Board member) present.
 - **Board to bring forward this proposal at the annual meeting with results from the pilot program.**
 - Replacement of destroyed venting between garages 5 and 6
 - Tabled until the next meeting.
 - Transfer of ownership/authorized signed for Byline Bank
 - Unanimous board approval for the removal of Mary Beth Corbett from ownership/authorized signed for Byline Bank.

Next board meetings: October 5th at 7pm, Nov 2nd at 7pm

Adjournment: 8:09pm

Action Items bolded in the minutes.

Meeting minutes submitted by: Maryam Kazemzadeh-Atoufi

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