

**One Bratenahl Place Condominium Association
Minutes of the June 25, 2019 Board Meeting
Property Manager's Office**

Members Present: Ted Westbrook, M.D., President
Scott Kilpatrick, M.D., Vice President
Corrine Hartman, Treasurer
Mark Rodio, Secretary
Sue Dempsey, At Large
Ronnie McConnell, At Large

Members Absent: Bill Christ, At Large

Invited Guests: Blair Cancelliere and Bill Pender, First Realty Property Management
Julie Perkins, Kaman & Cusimano

Call to Order:

There were sufficient members for a quorum. The Board Meeting was called to order at 6:03 p.m. by President Ted Westbrook.

Meeting Discussions:

1. Motion for Resolution to approve May 20, 2019 Minutes by Corrine Hartman, seconded by Ronnie McConnell; unanimously approved.
2. Motion for Resolution to approve May 30, 2019 Minutes by Corrine Hartman, seconded by Scott Kilpatrick, unanimously approved.
3. Motion for Resolution to approve June 11, 2019 Minutes by Ronnie McConnell, seconded by Corrine Hartman, unanimously approved.
4. Treasurer's Report: Setting up Cash Analyzer for on-line access at Dollar Bank. This will allow for real time monitoring of the account. Discussion regarding whether to change type of operating account and custodial holiday fund account to earn increased interest; discussion regarding changing reserve accounts to earn increased interest; discussion of options to potentially obtain accounts fully insured despite FDIC limit of \$250,000. Finance committee continues to investigate best options and will make recommendations in July. Working with First Realty on budget, will have draft by next finance committee meeting; potential to save interest by prepaying LED lighting account. Treasurer and First Realty will summarize financial items that are significant variance from budget in future reports.
5. Property Manager Report:
 - a. Past window replacement list was predominantly generated based on resident complaints, First Realty asked Doug Prochaska to evaluate all the units and future replacement to be based on conditions; re-glazed and caulked all windows on north elevation in 2018; balance of window replacements in budget will be done this year (total spend on replacements approx. \$42,000); Guard Shack – Grange sent their contractor out to evaluate cost to rebuild, he agreed need to have more money; air handler #4 is in place; still waiting on the engineering report on pipes and risers, is following up with consultants; Garage ceiling: First Realty is

obtaining quotes from two engineers (WJE and Osborne) for proposal for scope of work; marble floor cleaning/restoration has been done in several places, will be completed in-house.

- b. Spectrum will do coverage (heat) map of the building, may need more wireless access units; guest Wifi is geared down intentionally so it does not slow-down the resident Wifi and so there is incentive for residents to sign the waiver to get the faster Wifi; First Realty manages the passwords currently but has asked Spectrum to change the procedure in which passwords are being handled, allowing residents the ability to change to a secure personal password; First Realty is going to have a security analysis performed by a consultant; residents can also procure a personal VPN or procure individual Wifi.
 - c. Fire Alarm: state requested more information yesterday.
6. Old Business:
- a. 1st Floor 20 windows: existing quote clarified that Azek material is \$1,600; First Realty will obtain 2nd quote.
 - b. Pillar: the right pillar at Eddy Rd. and Lakeshore is not on condo property. Since Bylaws do not allow expenditure outside common elements, there was a Motion for Resolution not to rebuild the pillar by Mark Rodio, seconded by Scott Kilpatrick, approved by 4-2 vote.
7. New Business:
- a. Contactor's Guidelines: waiver for employees and owners when employees performing work for residents off-hour; First Realty will include in the handbook and have all employees and owners sign the waiver once a year; should be included in resident handbook and Contractor Guidelines; First Realty will make Village requested revisions; Motion for Resolution for Julie Perkins to revise waiver for once a year execution by Mark Rodio, seconded by Ronnie McConnell, unanimously approved.
 - b. Request for new convector in 1108 due to alleged vibration; First Realty consulted with the maintenance staff and collectively believe noise is not related to convector. Motion for Resolution not to replace at Association cost without evidence that convector is not functioning properly by Ted Westbrook, seconded by Scott Kilpatrick, unanimously approved.
 - c. Ramps inside basement at NW and SW doors: discussion of estimate from Scheutzow Builders to rebuild both; First Realty will get second quote.
8. Committees: Ted Westbrook provided general statement of mission and benefit of committees; discussion regarding Board members that are interested in which committees; will solicit residents; existing resident members must re-join. Committee meeting dates will be scheduled and published.
- a. Landscaping: Motion for Resolution for Scott Kilpatrick to remain as chair until August 31, 2019 by Corrine Hartman, seconded by Ted Westbrook, unanimously approved.

- b. MR&R: Motion for Resolution for Ronnie McConnell and Mark Rodio as co-chairs of MR&R (effective immediately) and Landscaping (effective Sept. 1, 2019) by Scott Kilpatrick, seconded by Corrine Hartman, unanimously approved.
 - c. House: Motion for Resolution for Ted Westbrook and Sue Dempsey as co-chairs by Mark Rodio, seconded by Ronnie McConnell, unanimously approved.
 - d. Finance: Corrine Hartman is chair.
 - e. Social: Motion for Resolution for Sue Dempsey as chair by Ted Westbrook, seconded by Scott Kilpatrick, unanimously approved.
 - f. Marketing & Communications: Motion for Resolution to combine Marketing and Communications by Corrine Hartman, seconded by Sue Dempsey, unanimously approved. Motion for Resolution for Scott Kilpatrick as chair by Corrine Hartman, seconded by Ted Westbrook, unanimously approved.
9. Discussion regarding informing residents of potential low-interest loan program for remodeling.
 10. Regular Meeting adjourned at 8:05 p.m.

Respectfully,

Mark Rodio, Secretary

