

**One Bratenahl Place Condominium Association  
Minutes of the Dec 10, 2019 Board Meeting  
Management Office**

**Members Present:** Ted Westbrook, M.D., President  
Scott Kilpatrick, M.D., Vice President  
Corrine Hartman, Treasurer  
Sue Dempsey, At Large  
Bill Christ, At Large  
Ronnie McConnell, At Large (by phone)

**Members Absent:** Mark Rodio, Secretary

**Invited Guests:** Blair Cancelliere and Jim Grasso, First Realty Property Management  
Jay Cusimano, Kaman & Cusimano

**Call to Order:**

There were sufficient members for a quorum. The Board Meeting was called to order at 5:59 p.m. by President Ted Westbrook.

**Meeting Discussions:**

1. The board received computer security questions from a Unit Owner. On the front end, everyone has to manage their own security. Ted mentioned that we have WPA2 currently but going to WPA3 with Spectrum within 10 months. Spectrum is planning for everyone control their own passwords, exact date not known, likely first half of 2020. We are not on an open network but are in authentication software. Residents can set up a VPN for their own network. Ted will respond to the unit owner.
2. Information meeting questions were answered to the people who asked and the slides and all the answers to the questions should be on AppFolio. Blair will ensure that the Friday Blast informs folks to be aware that there are on AppFolio.
3. Meeting minutes of Nov 12<sup>th</sup> Ronnie made motion to approve with edits of capitalizations and Sue seconded it. Approved Unanimously
4. Treasurer discussed monthly budget summary report. Budget summaries will be provided at all information meetings. Treasurers report will be presented at annual meeting
5. Property Manager report.
  - a. Ramp on south west side is complete, north west side in progress
  - b. Bike storage rack under investigation (similar to Carlyle)
  - c. Repairs to Taco pump completed and approved. Corrine motioned to approve, Ronnie seconded, passed unanimously
  - d. Windows: Doug has 3 floors left to complete regarding the window inspection.
  - e. Convector service/inspection in process; Bair to send report to Board tomorrow
  - f. CO2 monitor is ongoing and new system up and running; one sensor left to repair



- g. Fire Alarm is up and running, there is a ground fault error that we are waiting on quote to fix which will be done shortly
- 6. Corrine presented general discussion on possible updates to our credit and collection policy. We will discuss again at next meeting once we get additional feedback from legal.
- 7. Coffee Service: Blair met with company that does the restaurant; their coffee is a liquid form. Blair "taste tested" and reported that it was good, and he will send us their estimates. Preliminary financial analysis suggested the coffee service cost the Association \$14,000 annually. The Board will review cost comparisons and quotes from other companies. Concerns have been raised regarding overutilization and access by non-residents (e.g. contractors, visitors, drivers and some salon customers) to our "free" coffee.
- 8. Updated garage ceiling repair estimate is \$153K, budget is only \$85K. The Board asked to review all of the bids and recommendations along with the reasons behind the increased projected costs. Engineers came out and made a different recommendation from Blairs original estimate. Question was asked if this is in the reserve study? Need MR&R committee to answer this one. May be able to do this work over two fiscal years. Blair will send out further details and approval in AppFolio which also must include contract review.
- 9. The Board reviewed the recent proposal by Lanhan Landscaping & Design to furnish plantings and provide lawn services. The Board asked to see all quotes from the other vendors prior to approving. 2BP will be doing their own contract. Blair will send out details, and approval in AppFolio also must also include contract review.
- 10. Annual meeting cost for election and tabulation of ballots for the election of Board Members, via Devin & Associates, including election monitoring, is \$1100. Ted motioned to approve, Sue seconded, and it was approved 5-1.
- 11. Annual meeting cost from Kaman and Cusimano for their attendance and participation in the Board Member elections, is \$400. Ted motioned to approve and Sue seconded, and it was approved unanimously.
- 12. Cleaning of the lobby chandelier proposal by resident owner: Blair will obtain another quote and confirm if the resident who made the initial proposal has proper liability insurance.
- 13. A proposal was made for a dog waste receptacle placement at the front lobby because a few residents are placing dog waste in the mail room trash can or in restrooms. Ted will write a stern letter to the Association making clear that this behavior is not acceptable. Dog waste is to be placed in the appropriate trash bins on the north and south sides of the building. Blair will also ask the resident desk associates to NOT feed the dogs, especially while other residents are waiting for their time. Motion made by Ronnie for Ted to send the letter to the residents, seconded by Corrine, and unanimously approved.
- 14. Committee reports:
  - a. Landscaping: Lanhan landscaping proposals along with other proposals received by the Committee will be sent to the Board for review and approval.

- b. House: Considering using their preferred vendor and now Joyce is going back to them on what we want them to do vs what they want to do (e.g. add Furniture, etc.). Meeting again in January to discuss plants for the garden court. Need to look at vendors invoice for maintenance of the plants in the garden now that the two largest ones are dead
- c. MR&R: No additional updates other than the garage ceiling repair estimate.
- d. Social: Over 100 people have RSVP'd, but seating will be a challenge again. Residents are free; guests are required to pay the \$35.
- e. Marketing: Current website managed by Virteom and built on platform WordPress, which is inflexible and difficult to maintain. Committee is evaluating other vendors, potential hosts, and different build platforms. This is a joint committee, but 1BP members have expressed interest in meeting separately in addition to the joint meetings with 2BP. There are some different motivations and goals between 1BP and 2BP.

15. Regular Meeting adjourned at 7:13 p.m.

Respectfully,

Corrine Hartman, Acting Secretary

