

**Eastern Gardens  
Board of Director's Meeting Agenda  
21 January 2004**

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**I. CALL TO ORDER – 7:00 p.m.**

**II. ROLL CALL**

**III. REPORTS OF OFFICERS**

- a. Secretary
  - i. Reading of last months meeting minutes
- b. Treasurer
  - i.
- c. 2<sup>nd</sup> Vice President
  - i.
- d. Vice President
  - i.
- e. President
  - i. **Introduction of 2004 EGC Board of Directors**
  - ii. Robert's Rules
  - iii. Scheduled Calendar of meetings
  - iv. Cost for: EGC set of, Articles of Incorporation, Regulatory Agreement, Property Report, Occupancy Agreement, By-Laws, Member Regulations & Community Policies

**IV. REPORT OF COMMITTEE(s)**

a.

**V. REPORTS OF PROPERTY MANAGEMENT**

- a. Community Director's Report
  - i. Administration:
    - 1. Move-ins/move-outs
    - 2. Notices, Discrepancies, Interviews, & Pending Actions
    - 3. Updated Waiting List: In-house/Outside
  - ii. Maintenance Actions (In-house/Outsourced):
    - 1. Tasks, paint schedule, expenses
    - 2. Replacements
    - 3.
- b. Property Manager's Report
  - i. Administrative:
    - 1. New Community Director selected (Theresa Williams)
    - 2. Refinancing update
    - 3. Demand letter update (\$700.00)
  - ii. Maintenance:
    - 1. LBP Report & Certificate with additional cost (\$785.00)
    - 2.

**VI. UNFINISHED BUSINESS**

- a. Clubhouse access, 24/7's by members (Discussion) Carried over from 2003
- b. Non-Smoking Complex (Discussion) Carried over from 2003
- c. Tree up-against building(s) (Discussion) Carried over from 2003

**VII. NEW BUSINESS**

- a. Community Director & Maintenance Technician's duty hours. Current 8-2:30 p.m. (Discussion)
- b. Inspection Forms and/or Policy for move-ins/out
  - i. Financial responsibility
    - 1. Transfers Vs new move-ins/vacating, etc. (see Community Policies/Occupancy Agreement)

**VIII. ADJOURNMENT – Next Meeting, 18 February 2004 (Quarterly Members Mtg.)**