

**Eastern Gardens
Board of Director's Meeting Agenda
18 February 2004**

I. PRE MEETING – 6:30 p.m.

- a. Interview for Apt. #35 “Mike Struckmeyer”
- b. Discussion with Mr. Peter Janicki

II. CALL TO ORDER – 7:00 p.m.

III. ROLL CALL

IV. REPORTS OF OFFICERS

- a. Secretary
 - i. Reading of last months meeting minutes
- b. Treasurer
 - i.
- c. 2nd Vice President
 - i.
- d. Vice President
 - i.
- e. President
 - i. **Introduction of Community Director, Theresa Williams**
 - ii. Distribution of EG Documents
 - iii. Placing Trouble Calls and after hour emergencies
 - iv. Office will not receive any packages

V. REPORT OF COMMITTEE(s)

VI. REPORTS OF PROPERTY MANAGEMENT

- a. Community Director's Report (Any issues or items that require Board Attention/Review)
 - i. Administration:
 - 1. Move-ins/move-outs
 - 2. Notices, Discrepancies, Interviews, & Pending Actions
 - ii. Maintenance Actions (In-house/Outsourced):
 - 1. Trouble Calls Received – Work Orders generated
 - 2. Tasks and/or major expenses
 - 3. Replacements, i.e., appliances, carpet, etc.
- b. Property Manager's Report
 - i. Administrative:
 - 1. Refinancing update
 - 2. Demand letter update (\$700.00)?
 - ii. Maintenance:

VII. UNFINISHED BUSINESS

- a. Clubhouse access, 24/7's by members (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. NEW BUSINESS

- a. Change Board meetings from 3rd Wednesday – TO – 4th Wednesday of the Month
- b. Presentation on 2004 Budget
- c. Open session to address the Board for Q & A from floor

IX. ADJOURNMENT – Next Meeting, 24 March 2004, Wednesday @ 7:00 p.m.