

**Eastern Gardens
Board of Director's Meeting Agenda
24 March 2004**

I. PRE MEETING – 6:00 p.m.

- a. Repair Costs: Financial responsibilities
- b. Complaint letters from Residents, 2 each total

II. CALL TO ORDER – 7:00 p.m.

III. ROLL CALL

IV. REPORTS OF OFFICERS

- a. Secretary
 - i. Reading of last months meeting minutes
 - ii. Hand-outs
 - 1. Waiting Lists, Outside & In-House Transfer
 - 2. Waiting List Resident Selection Policy
- b. Treasurer
 - i.
- c. 2nd Vice President
 - i.
- d. Vice President
 - i.
- e. President
 - i. 2003 Audit
 - ii. 2003 Income Taxes, Federal & State
 - iii. Property Tax Exemption

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, Certifications, & Pending Actions
 - 3. Complaints
 - 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. Budget Review
 - ii. Maintenance

VII. UNFINISHED BUSINESS

- a. Inspection Forms and/or Policy for move-ins/out
 - i. Financial responsibility
 - 1. Transfers vs. new move-ins/vacating, etc. (see Occupancy Agreement)

VIII. NEW BUSINESS

- a. Review/Approve addendum to Pool Rules, "Season Dates for Open/Closure of swimming pool".
- b. Review/Approve revised version of "Waiting List Selection Policy"
- c. Application Review for Membership
- d. Letter from resident requesting Board approval for Petty Cash usage at Potlucks.
- e. Letter from resident requesting Board approval on replacement cost on items inside apartment.
- f. Guests, Visitors, and Residents interference on day-to-day operations and non-compliance of rules, regulations, By-Laws, and Occupancy Agreement.

IX. ADJOURNMENT – Next Meeting, 28 April 2004, Wednesday @ 7:00 p.m.