

**Eastern Gardens  
Board of Director's Meeting Agenda  
28 April 2004**

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**I. PRE MEETING – 6:30 p.m.**

- a. Complaint letters addressed to EG Board 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
- b. Treasurer
  - i.
- c. 2<sup>nd</sup> Vice President
  - i.
- d. Vice President
  - i.
- e. President
  - i. California Association of Housing Cooperatives meeting update
  - ii. HUD meeting update
  - iii. Redding Gardens Co-op Visitation (8 May 04 @ 1:00 p.m.) in Redding

**V. REPORT OF COMMITTEE(S)**

**VI. REPORTS OF PROPERTY MANAGEMENT (Agent)**

- 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 and/or Mishaps
  - 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. AFHMP
    - 2. Budget review
    - 3. Complaints and/or Mishaps
  - ii. Maintenance

**VII. UNFINISHED BUSINESS**

- a. Refinance, "Where are We?"
- b. Pool Rules
  - i. Dissemination & enforcement
  - ii. Change opening date vs. staying open year round

**VIII. NEW BUSINESS**

- a. Discussion on proposed documents for EG implementation
  - i. Check-in/out sheet
  - ii. Notice of Intention to Vacate
  - iii. 30 day notice to Vacate
  - iv. Transfer Request Form
  - v. Letter of Request for Transfer
- b. Rent Increase

**ADJOURNMENT – 8:30 p.m. - Next Meeting, May 26, 2004, Wednesday @ 7:00 p.m.**

**SPECIAL MEETING 4/14/04  
ACTION ITEMS**

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**PROPERTY MANAGER, Jim Collins:**

- Action Item: 1. Check in/out sheets; notice to vacate, etc.
- Action Item: 2. Transfer Form for in-house members
- Action Item: 3. Develop five (5) year financial report plan
  - a) Three past years, expenditures etc.
  - b) Present
  - c) 1 year projection, budget projections
  
- Action Item: 4. email Ed Redding Gardens Coop numbers, etc.
- Action Item: 5. Send AFHMP and waiting list to HUD
- Action Item: 6. Proposal for Rent Increase to HUD

**EG BOARD PRESIDENT, Ed Healy:**

- Action Item: 7. Hand-out new AFHMP to all Board Members

**ALL EG BOARD MEMBERS:**

- Action Item: 8. Review all Move-in/out material; insert proposed changes and/or recommendations as required.