

**Eastern Gardens
Board of Directors
General Membership Quarterly Meeting Agenda
May 26, 2004**

I. SPECIAL MEETING – 6:30 p.m.

- a. Hearing to review the findings of Management Agent, (FPI) in reference to April 24, 2004 incident.

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. Contract Renewal Request Form (Section 8)
 - ii. Project Owner's/Management Agent's Certification
 - iii. Redding Gardens Co-op Visitation on 8 May 04 , 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

VIII. NEW BUSINESS

- a. Refinance Update
- b. Membership Comments

IX. ADJOURNEMENT Next Scheduled Regular Board Meeting, June 23, 2004 @ 7:00 p.m.