

Eastern Gardens Cooperative, Inc.
Board of Director's Meeting Minutes
November 16, 2005

The regular monthly meeting of Eastern Gardens Cooperative, Inc., was held on Wednesday, November 16, 2005, at 7:05 P.M. at the Clubhouse. The chair Alfonso Baute, presided.

Present: Alfonso Baute, President
Ed Healy, 2nd V.P.
Rick Caughey, Alternate
Gary Haugsted, Sr. Property Manager
Theresa Williams, Community Director

Absent: Kathy Slotterback, Treasurer
June Robinson, V.P.
Mary Kirk, Secretary
Margaret Saunders, Alternate

Reports:

2nd V.P. – the minutes of the last meeting were read and approved without correction.

Sr. Property Manager - reported that to date, no funds have been released to pay for the roof repairs. However, work is still in progress but will contact HUD & GMAC to arrange fund release. Section "8" paperwork will be submitted shortly, CAHI has requested some additional information, such as, utility allowance clarification. HUD has guaranteed that all section "8" financial discrepancies will be brought up to EG's current carrying charges. EG will contract for section "8" for three years, this will co-inside with the market survey, after such time a new survey will be required at EG's expense. Upon completion of new market survey EG then can contract for 5 years on the section "8" program, if desired.

Community Director – see attached report.

President – reported that he had received letters from members in regards to the horseshoe pit area recommending that we replace the pit with something other than a horseshoe pit; one suggestion was to replace it with another picnic area, i.e., table and bar-b-que; another was a sand box for children to play in. This was tabled until 2006. Concerns were raised about the safety of the pit, it was recommended that we have our maintenance tech remove all of the hazardous boards and pins until this issue is re-addressed in 2006. Motion was made and approved without dissent to remove the hazardous boards and pins. The balloting process will remain the same as in prior years; no committee will be assigned to oversee the election ballots. The candidates for the position of Board of Director's were introduced and each gave a brief summary to their background and why they are running. Estimates and review of a ramp installation on the south laundry room will be tabled unto calendar year 06. Concerns of the automatic door closures at each laundry room entrance make it difficult to open for those who are not strong enough. Motion was made to remove the automatic door closures at each entrance of the laundry rooms, approved without dissent. Motion was made, in accordance with the By-Laws, to have only two board members carry over into the new year of 2006; board members to carry over will be Alfonso Baute and Mary Kirk, motion was 2nd and approved without dissent.

Meeting was adjourned by Alfonso Baute @ 8:10 P.M.

DRAFT OUTLINE OF ELECTION PROCEDURES

The Board shall call for a minimum of four (4) volunteers from the membership.

Said volunteers to form a Committee and elect a Chairperson

If more than four members volunteer the Committee shall delegate some duties to the additional volunteers.

The Committee shall decide the following:

1. How the ballots shall be distributed and on what date.

Suggestions: A. Issued by hand to each unit, using a full list of members by address and unit checking off as each is delivered.
B. Mailed to members
C. Or ??

2. A master list of voters should be set up using the membership list.

Suggestion: A. List should include name, address & unit #, and spaces for a signature, date, and space to show if mailed, handed in, or handed in for another member.

3. How, where and when the ballots shall be collected, or received.

suggestions: A. Collected from each unit by the Committee.
B. Set up two days during certain hours in the clubhouse so members may come and deposit ballots in the ballot box. In this case members of the Committee would be in the clubhouse during the time indicated.
C. Naturally the ballot box should be retained by the Committee Chairperson and not be left in the Community Director's office or any other location where it is out of the Chairperson's control.
D. Also a short note should be accompany each ballot stating "Please refrain from requesting assistance from Election Committee Members, Board Members and Management Office Personnel in choosing whom to vote for in the election. Ethics do not permit them to recommend one candidate over another."

4. Where the ballots received, shall be kept until time to count same

MANAGER'S REPORT
BOARD MEETING 11/16/05

MOVE-OUT'S MOVE-IN'S

- ① Member from apartment #3 transferred to apartment #35 on 11/5/05 which was vacated 10/31/05.
- ② New member moved into apartment #3 on 11/13/05 from outside waiting list.

WORK ORDERS

Total 10/24-11/11 (87) w/os

Work orders requiring special attention

- 1) Preventative maintenance findings during annual inspections consisting of; replacement of smoke detector batteries, replacement of HVAC filters, re caulking to tub and counter surfaces, faucet repairs and toilet repairs.
- 2) Move out and move in preparation repairs for apartment #3 and #35, consisting of; replacement of plugs and switches, light fixtures, sinks, draperies and rods, cabinet touch ups and changing out of locks.
- 3) Shutting off of pool heater and storing away of all pool furniture and equipment for winter time prevention.
- 4) Cleaning of downspouts and gutters on all buildings for water overflow prevention.
- 5) Shutting down of all irrigation for winter water conservation and flooding prevention.

EXPENSES

- 1) Replacement of boiler room vents by maintenance technician(parts only) \$983.00
- 2) Replacement of refrigerator to apartment #7 \$431.00
- 3) Home Depot supplies \$726.00,consisting of; Toilets,faucets,bathroom pop-up units,batteries,filters,light bulbs, toilet paper, paper towels, cleaning supplies, light fixtures, traverse rods, and doors.
- 4) Petty Cash receipts for November \$206.15, Balance on hand \$93.85. See attached for expenses.

