

Secretary copy

EASTERN GARDENS COOPERATIVE
MINUTES OF THE GENERAL MEMBERSHIP MEETING
NOVEMBER 17, 2004

The general membership meeting was called to order by President Kathleen Slotterback at 7:00 p.m.

Officers present: Kathleen Slotterback, Ed Healy, Margaret Saunders, Rick Coughy and Mary Kirk. Also, Jim Collins of FPI and Teresa Williams, Community Director.

Minutes of October meeting - not read. Not yet received from officer covering for Secretary Mary Kirk. To be read and approved at December meeting.

Amended August Meeting Minutes read and approved on motion by Margaret Saunders, seconded by Rick Coughy. Motion carried.

Report by Teresa Williams, Community Director - see attached.

Per report by Jim Collins, one year notice sent to HUD regarding Section 8 housing, which will end December 31 2005 to prevent having to pro-rate. Motion to accept by Margaret Saunders, seconded by Mary Kirk. Motion carried. Jim also advised notices need to be sent to the Mayor and the Board of Supervisors about the Section 8 financing ending, in order to comply with city requirements.

Copies of budget from last meeting provided .

Waiting list will be opened on first working day of January 2005.

Kathleen Slotterback provided fresh copies of pet addendum from FPI. Discussion of two forms of pet addendum discussed. Motion by Ed Healy to accept addition of reasonable accommodation of service & therapeutic animals to pet addendum. Rick Coughy seconded. Motion carried.

Meeting opened to General Membership to discuss December 2004 election of Board Members. 3 lists were made up, so the same name would not appear at #1 on all the ballots.

Kathleen Slotterback reviewed the balloting process. Beginning date December 7, 2004 ending date 5:00 pm December 14, 2004. On December 14, 2004 votes will be counted during the regular meeting, and winners announced at the end of the meeting.

There was a brief discussion of repair to an unsafe sidewalk. This will be done. Discussion regarding stray cat, that will be handled before the next meeting.

Ed Healy stated that Teresa Williams cannot take oral orders from individuals. Requests and complaints must be in writing to the Board of Directors, who will refer appropriately.

Meeting adjourned at 8:15 p.m.

MANAGER'S REPORT
BOARD MEETING 11/17/04

MOVE-OUT'S MOVE-IN'S

Move outs for November- #33 Jackie Hall
Move In for November- #104 Kwan & Suk Tang

Move ins/outs for December- #106 Helen Guinan transferring to #33
18 Jeanne Maxwell transferring to #106
Applicant from outside waiting list to move into # 18. Applicant has been screened and ready for management and Board approval.

EXPENSES

M/I Date 5/89 (15 yrs)

Members move-out expenses: #104	Paint	\$700.00
	Resurface countertops	\$ 350.00
	Switches and outlets	\$100.00
	Thermostat	\$30.00
	Drapery replacement	\$145.00
	Resurface tub	\$200.00
	Fixtures throughout	\$170.00
	Shower door	\$225.00
	Window screens	\$50.00
	Cleaning throughout	\$175.00
	Total expenses	\$2145.00

Eastern Gardens Expense-Carpet and Vinyl	\$1400.00
Sinks, faucets, toilet	\$200.00
Dishwasher	\$180.00
Refrigerator	\$385.00
Medicine Cabinet and mirror	\$100.00
Total expenses	\$2265.00

Replace motor mounts and coupler in Boiler room/water heater Southside
\$127.00

Appliance replacement	2 dishwasher's \$190.00 ea.
	2 refrigerators \$400.00 ea
	Total \$1180.00

Cost for changing over locks for master key \$200.00

	Work Orders
Total 10/27-11/12	(59)
	Work orders requiring special attention

- 1) Inspection w/o's
- 2) Replacement of hot water valves to Southside building of Eastern Ave (pending estimates)
- 3) Estimate on replacing fencing to dumpster areas that are in need.

Community projects in progress

- 1) Finalization of inspection process involving documentation to files and violation notice's are being prepared from results upon completion
- 2) Recertification's process for Section 8 still underway.
- 3) Move-out Move-in preparations

Letters to Board

Letter of Thanks

Safety incidents that required immediate attention

- 1) Mail boxes damaged by vehicle on north side. No witnesses. Post office notified and repaired by them.
- 2) Member's family member violated community regulations and authorities had to be notified to resolve situation.

Events scheduled this month

Thanksgiving Potluck to be held tomorrow evening, November 18, 2004 at 6:00 pm.