

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

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**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 – Margaret Saunders  
i. Reading of last months meeting minutes
- b. Treasurer – Lori Allio  
i. No Report
- c. 2<sup>nd</sup> Vice President – Peter Janacki  
i. No Report
- d. Vice President – Kathy Slotterback  
i. No Report
- e. President – Ed Healy, presented the following information  
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)**

- i. No Reports/No Committees

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

- a. Community Director's Report – Theresa Williams presented the following:  
i. Administration:  
1. Move-ins/move-outs - 1  
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 – Jim Collins  
i. Administrative:  
1. AFHMP  
2. Budget review  
3. Complaints and/or Mishaps  
ii. Maintenance

**VII. UNFINISHED BUSINESS**

- i. None

**VIII. NEW BUSINESS**

- a. Refinance Update – Ed Healy provided the General Membership with status on the progress of the refinance. All financial packages have been received and a Financial Committee was established and will be discussing/reviewing and voting on which financial path EG will take.
- b. Membership Comments – All questions were of the nature of clarification concerning the refinance, which were answered by the Board and Jim Collins property manager.

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