

EASTERN GARDENS COOPERATIVE
MINUTES OF BOARD OF DIRECTORS MEETING
AUGUST 25, 2004

Meeting called to order by the President, Kathy Slotterback. Margaret Saunders, Ed Healy, Mary Kirk, Jim Collins of FPI and Teresa Williams, Community Director, also present. Rick Coughy on vacation, until September 2004. Peter Janicki had resigned effective August 23, 2004.

Officers' reports: none

Agenda: Occupancy Agreement #5.

Discussion of Occupancy Agreement #5, regarding the number of persons, unknown to Management, now residing in various units of the complex. It was clarified that, unless married, anyone not on file in Eastern Gardens' office must advise management, and be determined as either permanent or temporary. If permanent, each person must complete an application and submit to both credit and background checks.

A question was raised: If there are more people living in the complex, how will parking spaces be allotted? No conclusion was reached.

I was also determined, by discussion, that we need to research our rules vs. HUD rules. Because our rules are; when a member moves out, that terminates the contract for all the residents of the unit. Only married couples can split a membership. If there is no marriage then there is only one member. There are only ~~112~~ memberships. There is no transfer of membership to anyone when a member moves out. Only possible exception is when the person who stays, is on our waiting list and is at the top of the list.

It was agreed to have Teresa Williams send an immediate notice to all members requesting they report anyone who has moved into their unit, but, is not on the membership contract.

Possibly, the current number of unauthorized persons in various units, and unknown to management, is 16.

A discussion then arose, regarding caretakers. It was agreed that caretakers normally work 40 hours a week. And, a live-in attendant is not the same as a caretaker. If the live-in attendant came in with the member and has completed a background check, then that is all right. We will need to evaluate on a case by case basis.

Teresa Williams is to compile a list of persons reporting unauthorized persons in their units. Any problems she may encounter are to be referred to the Board of Directors, or to Jim Collins.

A motion to adjourn was made, seconded and carried.

ORIGINAL

FILE COPY

EASTERN GARDENS COOPERATIVE
AMENDED MINUTES OF THE
GENERAL MEMBERSHIP MEETING OF
AUGUST 25, 2004

The general membership meeting was called to order by President Kathleen Slotterback at 7:25 p.m.

Kathleen Slotterback announced that Peter Janicki had resigned from the Board and would be moving out of the complex.

Minutes of the July 28, 2004 meeting were accepted on a motion by Ed Healy and seconded by Margaret Saunders. The motion carried.

Our new loan of \$1,263,300.00 has reduced our mortgage interest and principal payment from \$9,943.00 to \$9,345.00 and should help to limit any future rent increases. The loan transaction should be complete in about two weeks per Kathleen Slotterback and Ed Healy. Ed Healy further advised that we have a replacement cost list. That we have not borrowed, just to get money, but for replacements, general upkeep and maintenance for the twenty-five year life of the loan.

Kathleen Slotterback stated a one time amount of \$450,000.00 goes into our reserve account and there is a yearly plan for replacement of fixtures. Ed Healy added that we are saving \$602.00 a month. Copies of money graph were given to all general members present at the meeting. Ed Healy went over same and answered questions.

Report by Community Director Teresa Williams:

#1 Unit, has moved out
#64 Unit, now occupied by Darlene Newman
#102 Unit, is an inside transfer, from transfer waiting list, by John and Bernadine Stofanik.
#104 Unit, is pending

Expenses: Appliance replacements and repairs
1 Refrigerator \$400.00
1 Dishwasher \$193.00
3 Air Conditioning Unites, repaired \$400.00
All mailboxes received new number labels \$300.00

Special Project: Yearly inspection of all units. Teresa Williams will notify occupants.

Outside waiting list closed August 24, 2004

End of Report.

HUD requests Tenant Participation.

We have: Monthly board meetings
Tai Chi Club weekly
Coffee Hour weekly
Book Club monthly

Copy of notices and reply to Milt Herrin with note, "We encourage tenant participation."

Kathleen Slotterback applauded Teresa Williams for a good job.

Sacramento County Safety Inspection found swimming pool needs better signs:

- 1 for illustrating CPR
- 1 for number 911
- 1 for No Lifeguard On Duty

In addition there was no rope on the life ring and no pool gage or float valve.

We need to show bills and receipts to comply.

The following Proposals were made:

1. Teresa Williams needs a new office copy machine. submitted to Kathleen Slotterback
2. A new handicapped Ramp is needed at unit #107. ADA law requires compliance.
We have two estimates. One for \$1,120.00 and one for \$2,484.00
Ed Healy made a motion to accept the lower bid. Mary Kirk seconded. Motion carried.
3. Change company for recycling service - due to small containers and inefficient pick-ups. Ed Healy made a motion to change the serve to BFI. Margaret Saunders seconded. Motion carried.

Report by Jim Collins, Property Manager:

Property Insurance. Still working on same, finalization should be completed by September 1, 2004. \$37,000.00 was transferred to cover projected shortage. Mortgage payment being held, with approval of lender, for August 2004. There will be no late fees or charges and no Credit Bureau report. Also, HUD has agreed to a one percent increase to the reserve account.

Kathleen Slotterback had sent a note to Jim Collins re: the \$700.00 payment to remove lead based paint in the complex. Jim Collins stated it was in process, because the company was not qualified to that type of work. He has had no reply as yet, but, if necessary he would take them to small claims court.

End of Report

No old business:

Kathleen Slotterback announced that the Board of Director's election was coming up in

Ed Healy reminded the membership, that other than reporting trouble calls, work orders, service calls and or complaints, members are not to give directions to Theresa or Ramon.

Meeting adjourned 8:15 p.m.

Mary Kirk, Secretary