

**Eastern Gardens Cooperative, Inc.  
Regular Meeting of the Board of Directors  
September 24, 2008 Minutes**

*Members desiring to address the Board of Directors may submit a written request via the business office, president or secretary, 10 days prior to the meeting date.*

The Board of Director's meeting was called to order at 7:00 p.m. by President Mrs. Linda Patrick. Roll call showed the following officers, board directors, and management personnel present:

Linda Patrick, President/Board Director  
Donna Ripley-Schmelz, Treasurer/Board Director  
Merritt Miller, Alternate Board Director  
Gary Haugstad, Portfolio Mgr.

Ed Healy, Secretary/Board Director  
Frank Lenhart, Board Director  
Kathy Slotterback, Alternate Board Director  
Theresa Williams, Community Director

It was moved by Treasurer Mrs. Donna Ripley Schmelz, second Director Mr. Frank Lenhart, and carried 5-0 to accept the regular meeting of the board of directors August 27, 2008 minutes, special meetings of the board of directors August 27, 2008 minutes, September 4, 2008 minutes, and September 17, 2008 minutes.

**REPORT OF OFFICERS**

- 1) Treasurer – Copies of the financials are made available to members at their request and can be obtained at the business office.
- 2) Secretary – No Report
- 3) Vice President – Absent, No report.
- 4) President – No Report

**COMMITTEES REPORTS**

- 5) None

**MANAGEMENT REPORTS**

- 6) Portfolio Manager – i) Mr. Gary Haugstad reported that he would research and compare information Tiger Utilities Vs SMUD and report back to the board.
- 7) Community Director – Two (2) items recommended for Board Approval. (See Attachment item IV, 1 & 2) **Board Action:** (i) Four (4) Landscape proposals submitted by management for board's review/approval of contract renewal. Recommendation by Secretary Ed Healy to have all board members review the four (4) submitted landscape maintenance proposals and be ready to vote at next month's meeting for selection, (i.e., October 22, 2008). ii) Tree(s) Pruning. Management submitted four (4) Tree Pruning proposals for board's review/approval. Motion by Secretary Ed Healy, second by Treasurer Donna Ripley-Schmelz and carried 5-0, to have Davey Tree Pruning Service trim/prune trees as proposed in the contract scope of work, (i.e., \$5,410).

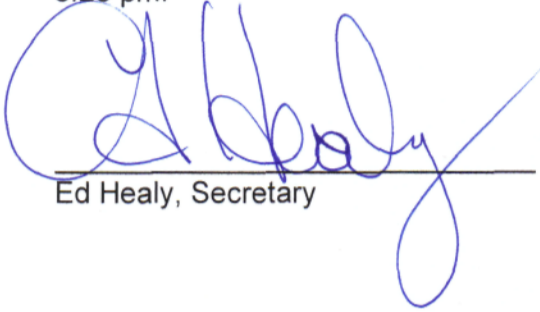
**UNFINISHED BUSINESS**

- 8) Occupancy Agreement (O.A.) – During the special meeting of the board of directors held on September 17, 2008 at the clubhouse the board voted on the amendments to the occupancy agreement. Mr. Gary Haugstad was asked to forward the proposed amendments onto HUD for their review/approval. Once approved by HUD, the new O.A. will replace the previous O.A. and all members will be required to sign the new Occupancy Agreement and obtain a copy for their files/records.

**NEW BUSINESS**

- 9) Picnic Table – **Board Action:** After further review by the board and information provided by Director Frank Lenhart to replace the picnic table; a motion by Secretary Ed Healy, second by Treasurer Donna Ripley-Schmelz, and carried to remove the existing table and purchase two (2) each new picnic tables. Mr. Lenhart will purchase said tables and be reimbursed from petty cash. Approximate total purchase price is \$193.92 tax included.
- 10) Landscape Maintenance – See management reports #7 (i).

There being no further business, the regular meeting of the board of directors was adjourned at 8:25 pm.



Ed Healy, Secretary

MINUTES APPROVED AS PRESENTED BY A MAJORITY VOTE OF THE BOARD OF DIRECTORS	
	10/22/08
SIGNATURE	DATE

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The meeting was held at Eastern Garden's Clubhouse, 3045 Eastern Avenue, Sacramento, CA 95821. Order of business was in accordance with Eastern Gardens By Laws, Article IV, Section 8.

Copies of the Agenda/Minutes of meetings are available at Eastern Garden's business office, 3045 Eastern Avenue, Sacramento, CA 95821

## COMMUNITY DIRECTOR'S REPORT BOARD MEETING 9/24/08

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### **I. MOVE-OUT'S MOVE-IN'S**

Apartment #70 to vacate 9/30/08. Apartment #94 to transfer into apartment #70. Applicant from outside waiting list to occupy apartment #94.

### **II. WORK ORDERS**

8/25/08 – 9/19/08 = (48) Total

#### **A. Work orders requiring special attention:**

- 1) Move out renovation process for (2) apartments.
- 2) Final inspection for dry rot replacement before scheduling completion of exterior paint.
- 3) Installation of anti entrapment device and acid cleaning to pool. This federal safety requirement will be conducted starting 10/1/08 through 10/3/08. Notice's will be distributed to the entire membership stating details.
- 4) Insurance settlement has been rewarded for incident involving damages to front entrance gate.
- 5) Brick walkway located at the northeast dumpster area has been corrected for trip hazard prevention.

### **III. COMMUNITY PROJECTS**

- 1) Applicant move-in screening process for Board's interview.
- 2) HUD audit preparation that is scheduled for 10/14/08.
- 3) Landscaping proposals for contract renewal.
- 4) Proposal's for tree pruning that require immediate attention for winter, fire, and roof damage safety prevention.

### **IV. FOR BOARD'S REVIEW AND APPROVAL**

- 1) Proposals for Gardner's contract renewal submitted by Arreloa's, Lawnman, Majestic and Huppe Landscape Companies.
- 2) Proposals for tree pruning as notated in section (V.)# 4., from the following Arborist's; Tree Pros, Davey Trees, and Tree Care, Inc.

Documents attached

Comments: