

Eastern Gardens Cooperative, Inc.
Regular Meeting of the Board of Directors
June 28, 2012 Meeting Minutes

I. CALL TO ORDER

- A. The regular meeting of the board of director's was called to order at 7:05 p.m. by President, Ms. Kathy Slotterback.

II. ROLL CALL

- A. Board members present/absent:
- | | |
|---|-----------------------------------|
| Kathy Slotterback, President/Director | Diane McKee, V.P./Director |
| Ed Healy, Secretary/Director | Chris Manning, Treasurer/Director |
| Chuck Miller, Board Member/Director | Lynette Haley, Alternate Director |
| Absent: Shirley Brown, Alternate Director | |
- B. Management present: Gary Haugstad, FPI Portfolio Mgr. & Theresa Williams, FPI CD
- C. Total number of members in attendance: Nineteen (23)

III. APPROVAL OF MINUTES

- A. **Board Action and votes taken:**
1. Motion by Treasurer, Mr. Chris Manning, second by V.P. Mrs. Diane McKee and carried, (5 Yea – 0 Nays), approving executive meeting minutes for 6.11.2012

IV. EXECUTIVE SESSION DISCLOSURE

- A. Executive Session convened on 6.11.2012 to review pool repair bids.
- B. Executive Session convened on 6.28.2012, (i) to review management's proposal to reduce Ms. William's hours and to have the business office open 4 days a week instead of 5 days, (ii) review replacing pool pump, as requested by the Sacramento County Code Enforcement, and (iii) Dish concerns and problems.

V. REPORT OF OFFICERS

- A. Treasurer – No report
- B. Secretary – No report
- C. Vice President – No report
- D. President – No report

VI. REPORT OF COMMITTEES

- A. None

VII. REPORT OF MANAGEMENT

- A. Portfolio Manager – Mr. Haugstad reported the following:
1. Ms. Williams hours will be reduced from 40 hours a week to 32 hours a week, reflecting her pay as well.
- B. EG Manager/Community Director – (See report)

VIII. UNFINISHED BUSINESS

- A. Status on pool repairs.
1. Management reported that repairs on ongoing and on schedule.
- B. Status on purchasing additional EG Membership Handbooks.
1. Secretary, Mr. Healy has provided for the boards/management review/critique of the first draft of the 2nd edition Membership Handbook. All amendments from 2007 to current date were added to the new 2nd edition handbook. Mr. Healy will obtain the necessary costs to have the new Handbooks bound and published, (i.e. 150 handbooks), for boards review and approval at the next scheduled executive/regular meeting.

- C. Status on additional concrete walkway around picnic tables and BBQ's. Secretary, Mr. Ed Healy has provided for boards/management review a draft of proposed options for walkways.
 - 1. **Board action and votes taken:** Motion by V.P. Mrs. Diane McKee to table discussions on this project until after all pool repairs have been concluded, respectfully, by the end of July 2012, second by Treasurer Mr. Chris Manning and carried (5 yeas – 0 nays) approving the motion as stated.
- D. Banner advertising on EG fence no longer necessary because EG's outside waiting list has increased from 3 to 30 people. Status: During the executive meeting on May 10, 2012, the board tabled the purchase of a sign/banner in order to re-evaluate the necessity and expense at this month's meeting.
 - 1. **Board action and votes taken:** Motion by Secretary Mr. Ed Healy to have management provide the board with costs with respect to have an outside vinyl banner purchased and hung on the corner of Robertson Ave and Eastern Ave outside fence, second by Treasurer Mr. Chris Manning and carried (5 yeas – 0 nays) approving the motion as stated.
- E. Status on additional outside lighting per the Crime Prevention Meeting on February 23, 2012.
 - 1. **Board action and votes taken:** No action taken or was necessary. Management and maintenance staff have completed the installation of 6 new outside lights at various locations within the complex, per the direction of Sacramento Crime Prevention Specialist Mrs. Sherrie Carhart.

IX. NEW BUSINESS

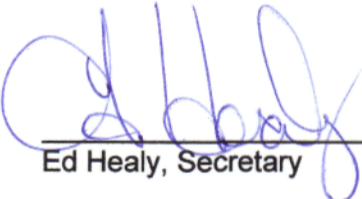
- A. Board/management consideration of other additional repairs.
 - 1. Painting of the buildings. Last painted was in 5/2006 at a cost of \$48,800.
 - i. **Board action and votes taken:** Mr. Gary Haugstad, FPI Mgt. will obtain costs and validate if repairs are necessary at this time.
 - 2. Parking/driveway slurry and repairs. Last repairs were in 10/2007 at a cost of \$20,000.
 - i. **Board action and votes taken:** Mr. Gary Haugstad, FPI Mgt. will obtain costs and validate if painting of exterior buildings is necessary at this time.

X. OPEN FORUM

- A. President, Ms. Slotterback opened the floor for a question and answer period.


XI. ADJOURNMENT

There being no further business, the meeting was adjourned at 8:17pm. Next scheduled regular meeting by the board of directors is 9.27.2012



Ed Healy, Secretary

MINUTES APPROVED AS PRESENTED BY A
MAJORITY VOTE OF THE BOARD OF DIRECTORS

 8/23/2012
SIGNATURE DATE

The meeting was held at Eastern Garden's Clubhouse, 3045 Eastern Avenue, Sacramento, CA 95821. Regular meetings of the Board of Directors shall be in accordance with EG Bylaws, Article V, Section 8. Order of business was in accordance with Eastern Gardens By Laws, Article IV, Section 8. Executive Sessions of the Board of Directors shall be in accordance with Civil Code §1353(b)(h) & Corp. Code §8320(b)

**COMMUNITY DIRECTOR'S REPORT
BOARD MEETING 6/28/2012**

I. COMMUNITY PROJECTS

1. Annual Inspections scheduled for the week of July 9, 2012. Membership has been notified with details for their scheduled date and time.
2. Pool resurfacing is ongoing with an estimated completion date of July 31, 2012.
3. Management administrative online training classes ongoing throughout the year.
4. Section 8 recertification process for 5 Members.
5. Completion of 6 new exterior lighting installations.

II. WORK ORDERS REQUIRING SPECIAL ATTENTION

1. Irrigation evaluation for grounds maintenance on lawn and shrubbery areas requiring water coverage.
2. Property Sign evaluation for improved dissemination of information and appearance appeal, (e.g. fence gates and pool area)

III. PROPOSALS FOR REVIEW/APPROVAL

1. Improvements to BBQ Patio, (i.e. widening of patio to accommodate those individuals with ambulatory problems). See contractor proposal

**EASTERN GARDENS CO-OP
CONCRETE PATIO AND ADA SIDEWALK
INSTALLATION**

Concept drawing by Ed Healy, 5/14/2012
(Not to Scale)



CONCRETE BID PROPOSAL FOR WALKWAYS:

OPTION #1:

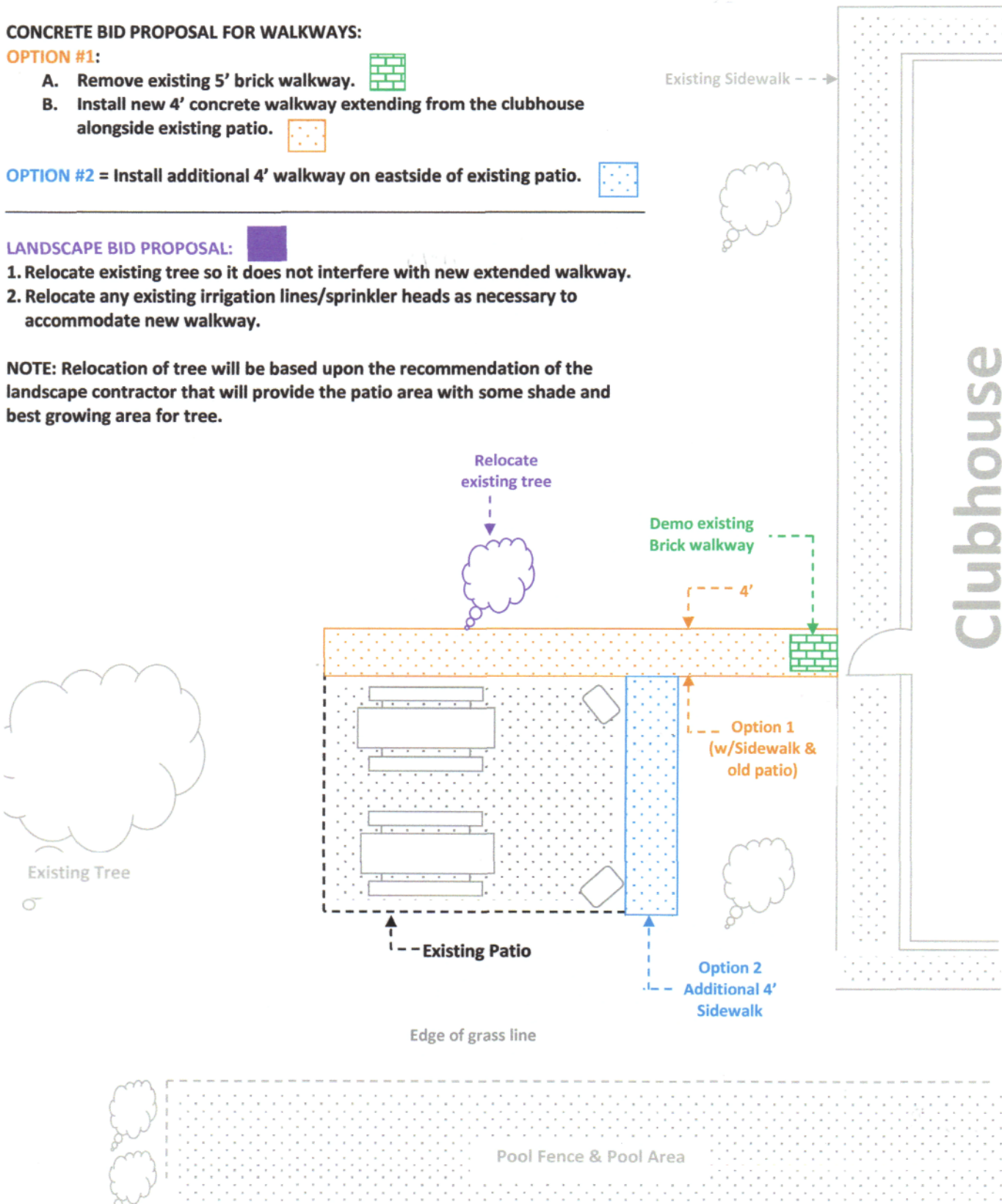
- A. Remove existing 5' brick walkway. 
- B. Install new 4' concrete walkway extending from the clubhouse alongside existing patio. 

OPTION #2 = Install additional 4' walkway on eastside of existing patio. 

LANDSCAPE BID PROPOSAL: 

1. Relocate existing tree so it does not interfere with new extended walkway.
2. Relocate any existing irrigation lines/sprinkler heads as necessary to accommodate new walkway.

NOTE: Relocation of tree will be based upon the recommendation of the landscape contractor that will provide the patio area with some shade and best growing area for tree.





Sims Concrete, Inc.
 P.O. Box 255
 ELVERTA, CALIFORNIA 95626

(916) 991-1212

TO

Eastern Gardens

Auto Co.

Page No. _____ of _____ pages

Proposal

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PHONE	DATE <u>5-24-12</u>
JOB NAME / LOCATION <u>Same</u>	
JOB PHONE	
ARCHITECTS	DATE OF PLANS

We hereby propose to furnish, in accordance with specifications below or on attached pages, all material and labor necessary to complete the following:

1 42' x 4' WALK — \$ 1286⁰⁰

2 14' x 4' WALK \$ 565⁰⁰

1,851.⁰⁰

for the sum of _____ dollars (\$ _____)

PAYMENTS TO BE MADE AS FOLLOWS:

TERMS—10 DAYS: A finance charge of 2.0% per month (annual percentage rate 24%) will be charged on invoices unpaid 30 days from billing date. In any action necessary to enforce this agreement, the buyer will pay reasonable attorneys fees and costs as determined by the court.

All material is guaranteed to be as specified. All work is to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from the above or attached specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by Workmen's Compensation insurance.

Authorized Signature

Greg Sims

Note: This proposal may be withdrawn by us if not accepted within 30 days.

Acceptance of Proposal — The above or attached prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Signature _____

Signature _____

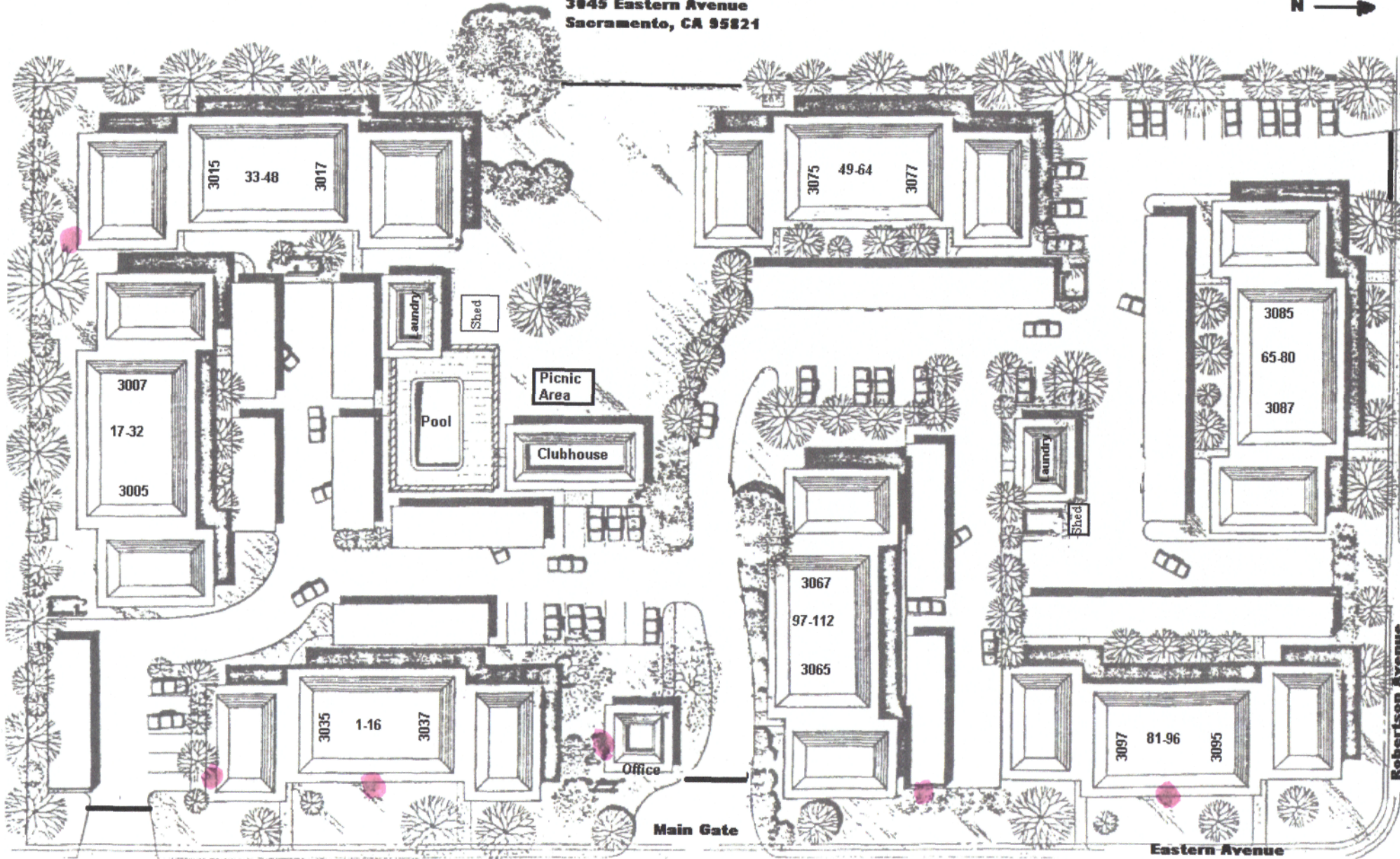
Date of Acceptance: _____

Eastern Gardens Pool re-plaster Schedule

	Tues	Wed	Thurs	Fri	Sat	Sun	Mon	Tues	Wed	Thurs	Fri	Sat	Sun	Mon	Tues	Wed	Thurs	Fri	Sat	Sun	Mon	Tues	
	19-Jun	20-Jun	21-Jun	22-Jun	23-Jun	24-Jun	25-Jun	26-Jun	27-Jun	28-Jun	29-Jun	30-Jun	1-Jul	2-Jul	3-Jul	4-Jul	5-Jul	6-Jul	7-Jul	8-Jul	9-Jul	10-Jul	
Permit	Blue																						
Drain		Blue																					
Strip & Prep			Blue	Blue			Blue																
Tile Step							Blue	Blue															
Transition							Blue	Blue															
Wall Step								Blue	Blue														
Handrail								Blue	Blue														
Rope Anchor								Blue	Blue														
Inspection										Blue	Blue												
Filter											Blue												
Begin Plaster														Blue	Blue								
Fill Pool														Blue	Blue	Blue							
Start Up																Blue	Blue						
Calcium/Hardness																		Blue					
Alkalinity																			Blue				
PH Balance																				Blue			
Final Balance																					Blue	Blue	
Start equipment																						Blue	Blue

☐ = Newly installed
outside lighting
6/2012

EASTERN GARDENS COOPERATIVE, INC.
3045 Eastern Avenue
Sacramento, CA 95821



4/2012

Kurt Whisenhunt
Sec Bldg Contractor "B" Lic
Outside Lighting Add-ons

- ① Run new conduit & wire from existing light on corner of #34 to corner of #36 & install one HPS flood lite.
- ② Install new HPS flood to existing box on end of #14
- ③ Tie into existing conduit & install new florescent flood lite on belly band between #8 & #10.
- ④ Install new florescent flood lite to existing box on end of office building to point to #1 & #3
- ⑤ Tie into the existing conduit & install new florescent flood lite on belly band between #85 & #87.
- ⑥ Tie into existing carport lighting #21 and run new conduit through end wall and install new florescent flood light.

2 - 150 WATT HPS FLOODS	180.00
4 26 WATT FLOR FLOODS	160.00
MISC CONDUIT, WIRE, BOXES, FITTINGS	130.00
LABOR	400.00

APPROX TOTAL 870.00