

**Eastern Gardens Cooperative, Inc.
Regular Meeting of the Board of Directors
September 27, 2012 Meeting Minutes**

I. CALL TO ORDER

- A. The regular meeting of the board of director's was called to order at 7:00 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 Shirley Brown, Director
Lynette Haley, Alternate Director
Absent: Chris Manning, Treasurer/Director
- B. Management present: Gary Haugstad, FPI Portfolio Mgr. & Theresa Williams, FPI CM
- C. Total number of members in attendance: Nineteen (15)

III. APPROVAL OF MINUTES

- A. **Board Action and votes taken:**
1. Motion by V.P. Mrs. Diane McKee, second by Director Ms. Shirley Brown and carried, (5 Ayes – 0 Nays), approving executive meeting minutes for 9.13.2012

IV. EXECUTIVE SESSION DISCLOSURE

- A. Executive Session convened on 6.28.2012 - Pool pump replacement.
- B. Executive Session convened on 7.12.2012 - (i) Board vacancy, (ii) Disciplinary actions to member for threats to do bodily harm against Community Manager, Ms. Theresa Williams.
- C. Executive Session convened on 8.8.2012 – Interview(s) for membership.
- D. Executive Session convened on 8.23.2012 – 2013 Budget Review.
- E. Executive Session convened on 9.13.2012 – (i) Interview(s) for membership, (ii) Disciplinary action to member for storage of flammable liquids in apartment unit, (iii) Letters reviewed from membership, (iv) BBQ patio expansion, (v) Membership Handbooks review.
- F. Executive Session convened on 9.27.2012 – (i) Interview(s) for membership, (ii) Letters from membership.

V. REPORT OF OFFICERS

- A. Treasurer – No report
- B. Secretary – No report
- C. Vice President – No report
- D. President – Ms. Kathy Slotterback announced the Boards approval for Ms. Nan Diebels #109 as EG's new Social Committee Chairperson. A Very special thanks to outgoing Social Committee Chairperson Mrs. Joan Ontiveros #37 for her years of dedication and hard work.

VI. REPORT OF COMMITTEES

- A. None

VII. REPORT OF MANAGEMENT

- A. Portfolio Manager – Mr. Haugstad reported the following:
1. Cost proposals that comply with ADA standards will be obtained for board's consideration to have the main entrance on the east side accommodate those with ambulatory needs.
2. The search for a replacement manager is ongoing and we will continue to explore all the options available. Mr. Haugstad will report back to the board with his findings, until then, its business as usual. Ms. Theresa Williams will continue as EG's Community Manager with minor adjustments to her work schedule.
- B. EG Manager/Community Director – (See report)

VIII. UNFINISHED BUSINESS

- A. 2012 revised membership handbooks. Secretary Mr. Ed Healy reported his findings when tasked by the Board to obtain cost proposals. All amendments from 2007 to current date were added to the new 2nd edition handbook. Three cost proposals, (i.e. 150 handbooks), were obtained for the boards review and approval, they are:
1. Office Depot – Bound \$952.62; 3-hole binder \$864.26
 2. Office Max – Bound \$1,139.45; 3-hole binder \$1,058.64
 3. Kinko's – Bound \$1,544.22; 3-hole binder \$1,319.18
- a. **Board action and votes taken:** Motion by Alternate Director Ms. Lynette Haley to purchase the services of Office Depot using the 3-hole binders at a cost of \$864.26, second by V.P. Mrs. Diane McKee and carried (5 Ayes - 0 Nays) approving the motion.

IX. NEW BUSINESS

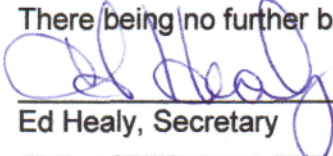
- A. Driveway asphalt minor repairs. The Board/management reviewed/discussed minor repairs to the conditions of the asphalt at certain locations for this year's end. Major repairs will be taken into consideration during the year 2013.
1. Due to safety conditions management recommended to have the minor repairs completed this year, proposed estimated cost for repairs \$1,050.00
 - i. **Board action and votes taken:** Motion by Director Ms. Shirley Brown to have the minor repairs done as recommended by management, second by Secretary Mr. Ed Healy and carried (5 Ayes – 0 Nays) approving the motion.
- B. Community Appearance. Members of the Board expressed concerns on the subject of the common areas where members have taken it upon themselves without board approval to plant flowers and store personal items in the breezeways and flower beds. Upon members vacating their apartment units Eastern Gardens is left with the expense of cleaning the common areas.
1. **Board action and votes taken:** Management will disseminate a notice to the general membership reminding them that personal items, such as, potting soils, chemicals, empty pots, garden tools, are not to be stored in the common areas, (e.g. breezeways, flower beds, shrubbery, lamp posts or outside their doors).
- C. P.A. system or the like. Members present during the regular meetings of the Board of Directors expressed concerns on the issue of not being able to hear the board discussions.
1. **Board action and votes taken:** Motion by Director Ms. Shirley Brown, second by Secretary Mr. Ed Healy and carried (5 Ayes – 0 Nays) approving Director Ms. Brown obtain cost proposals for a P.A. system or a facsimile thereof that would amplify sound in order for the membership to hear. Director Ms. Brown will report back to the board.

X. OPEN FORUM

- A. President, Ms. Slotterback opened the floor for a question and answer period. Members from the general membership present during the meeting expressed concerns on the subject of community appearance who also were in agreement with the board that notices should be disseminated reminding the membership on community appearance.

XI. ADJOURNMENT

There being no further business, the meeting was adjourned at 8:20pm.



Ed Healy, Secretary

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

 10-11-2012
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 9/27/2012

I. COMMUNITY PROJECTS

1. M/O – M/I process for (2) apartment and (1) transfer of Membership effective October.
2. Applicant interview and administrative process for M/I's and M/O's.
3. Annual recertification process for Section 8 residents.
4. Pool inspection conducted by the County passed on 8/27/2012 with zero discrepancies.
5. Annual tree preventive maintenance including shrub replacement and irrigation renovations where needed will be ongoing in alignment with the budget.
6. Proposals for clubhouse ramp and asphalt repairs are being prepared for Board consideration.
7. Annual inspections completed on July 9 – 11, 2012 were found with overall acceptable findings showing pride and a sense of caring from the membership. Your management team appreciates and thanks you for all your efforts in making this important maintenance requirement a successful one.
8. Management to attend HUD training October 9 -10, 2012. Notification of details will be given out to Membership.

II. WORK ORDERS REQUIRING SPECIAL ATTENTION

1. Total work orders performed between the time frame of 6/29/2012 and 9/26/2012 were (70).
2. Apartment renovations for (1) apartments.
3. Dumpster enclosure replacement to southwest side of property.
4. Cleaning of breezeways, balconies and carports to be conducted by outside vendor with notification to membership when scheduled.
5. Pool heat to be turned off along with cleaning and storage of pool furniture weather permitting during the month of October.
6. Work orders initiated by annual inspection conducted on July 9 – July 12, 2012 had a total of 20 minor findings; from light bulbs out, bath exhaust fan cleanings and replacement ,HVAC repairs, bi fold doors off track, toilet flappers, and leaking faucets.

COST PROPOSALS FOR MEMBERSHIP HANDBOOKS
(3 HOLE BINDERS)

Office Depot Quote

| | | |
|---|-----|------------------------|
| Quantity of Handbook Binders | 150 | |
| Single pages (BW) | 83 | |
| Double pages | 42 | |
| 83 x 150 = 12,450 pages x .028¢ = | | 348.60 |
| ½ Binders, Overlay, Clear | | |
| 150 x 2.99 = | | 448.50 |
| Labor Charge, Assemble (One time charge) | | 5.00 |
| Subtotal: | | 802.10 |
| Sales Tax: | | <u>62.16</u> |
| Total: | | <u>\$864.26</u> |

Office Max Quote

| | | |
|---------------------------------|-----|--------------------------|
| Quantity of Handbook Binders | 150 | |
| Single pages (BW) | 83 | |
| Double pages | 42 | |
| 42 x 150 = 6,300 pages x .08¢ = | | 504.00 |
| ½ Binders, Overlay, Clear | | |
| 150 X 3.19 | | 478.50 |
| Subtotal: | | 982.50 |
| Sales Tax: | | <u>76.14</u> |
| Total: | | <u>\$1,058.64</u> |

FedEx Office (Kinko's) Quote

| | | |
|---------------------------------|----------|--------------------------|
| Quantity of Handbook Binders | 150 | |
| Single pages (BW) | 83 | |
| Double pages | 42 | |
| 42 x 150 = 6,300 pages x .26¢ = | 1,638.00 | |
| Minus discount | 848.70 = | 789.30 |
| ½ Binders, Overlay, Clear | | |
| 150 x 2.90 = | | 435.00 |
| Subtotal: | | 1,224.30 |
| Sales Tax: | | <u>94.88</u> |
| Total: | | <u>\$1,319.18</u> |

COST PROPOSALS FOR MEMBERSHIP HANDBOOKS

Office Depot Quote

| | | |
|-----------------------------------|-----|------------------------|
| Quantity of Handbooks | 150 | |
| Single pages (BW) | 83 | |
| Double pages | 42 | |
| 83 x 150 = 12,450 pages x .028¢ = | | 348.60 |
| Clear Front | | |
| 150 x 0.59 = | | 88.50 |
| Linen Back Cover | | |
| 150 x 0.69 = | | 103.50 |
| Coil Binding | | |
| 150 x 2.99 = | | 343.50 |
| Subtotal: | | 884.10 |
| Sales Tax: | | <u>68.52</u> |
| Total: | | <u>\$952.62</u> |

Office Max Quote

| | | |
|--|-----|--------------------------|
| Quantity of Handbooks | 150 | |
| Single pages (BW) | 83 | |
| Double pages | 42 | |
| 42 x 150 = 6,300 pages x .08¢ = | | 504.00 |
| Quantity of books | | |
| (Includes front, back covers, coil and hole punch) | | |
| 150 x 3.69 = | | 553.50 |
| Subtotal: | | 1,057.50 |
| Sales Tax: | | <u>81.95</u> |
| Total: | | <u>\$1,139.45</u> |

FedEx Office (Kinko's) Quote

| | | |
|--|----------|--------------------------|
| Quantity of Handbooks | 150 | |
| Single pages (BW) | 83 | |
| Double pages | 42 | |
| 42 x 150 = 6,300 pages x .26¢ = | 1,638.00 | |
| Minus discount | 848.70 = | 789.30 |
| Quantity of books | | |
| (Includes front, back covers, coil and hole punch) | | |
| 150 x 4.99 = 748.50 minus discount 105 = | | 643.50 |
| Subtotal: | | 1,432.80 |
| Sales Tax: | | <u>111.42</u> |
| Total: | | <u>\$1,544.22</u> |



| | | |
|---|-----------------------------|---|
| Location: EASTERN GARDENS | Phone: 916-489-1604 | Date: 09/10/2012 |
| Address: 3045 EASTERN AVE. SACRAMENTO, CA 95821 | Fax: 916-489-1627 | Job Name: EASTERN GARDENS (POT HOLE REPAIR 2012) |
| Contact: THERESA WILLIAMS | Rqst No: 13469-13842 | Address: 3045 EASTERN AVE. SACRAMENTO, CA 95821 |

ALL MATERIAL AND LABOR NEEDED TO:

*** POT HOLE REPAIR ***

1. CLEAN UP EDGES AND DEBRIS/LOOSE ASPHALT FROM POT HOLES.
2. FILL 3-5 POT HOLES WITH HOT MIXED ASPHALT. (COVERS 100 SQ. FT.)

TOTAL = \$ 1,050.00

**** OPTION FOR ADDITIONAL PATCHING:**

200 SF \$ 1,200.00

400 SF \$ 2,400.00

600 SF \$ 3,600.00

I WILL SEND A SEAL & STRIPE BID SEPERATE FOR NEXT YEAR BUDGET