

Eastern Gardens Cooperative, Inc.
Annual General Meeting of the Membership
December 10, 2013 Agenda

President/Board Director – Janice Hoberg

Jerry Ontiveros, V.P./Board Director

Kathy Slotterback, Treasurer/Board Director

Ed Healy, Secretary/Board Director

Shirley Brown, Board Director

Lynette Haley, Alternate Board Director

Linda Manning, Alternate Board Director

<i>Members desiring to address the Board of Directors may submit a written request via the business office, 10 days prior to the meeting date.</i>
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Notice is hereby given that in compliance with Eastern Gardens By-Laws, the Annual General Meeting of the Membership will be held on Tuesday December 10, 2013 at 7:00 pm inside the Clubhouse. **Final voting by secret ballot for the election of directors will be held from 6:00-7:00pm.** All ballots will be tallied by the Election Committee and announced during the AGM. Other business at the meeting is limited to noticed items only; no other business may be transacted.

I. EXECUTIVE SESSION 6:00 pm @ Business Office (Board Members/Management Only)

- A. Boards review/approve executive meeting minutes of 10/24/2013.
- B. Boards discussions/review of letter(s) from members/management.

II. CALL TO ORDER 7:00 pm @ Clubhouse

III. ROLL CALL

IV. READING OF MINUTES

V. REPORT OF OFFICERS

- A. Treasurer
- B. Secretary
- C. Vice President
- D. President

VI. COMMITTEE REPORTS

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| A. Social Committee Chairperson, Ms. Nan Diebels | D. Give/take-a-way Coordinator, Ms. Jeanne Maxwell |
| B. Welcome Committee Chairperson, Mrs. Joan Ontiveros | E. Activities Coordinator, Ms. Jetta Ostrofsky |
| C. Movie Coordinator, Mrs. Kathy Kent | F. Coffee Coordinator, Ms. Gladys Glatt |

VII. INSPECTORS OF ELECTION

- A. Ms. Janet Lumberg, Committee Chairperson: Voting/Ballot counting in process – Final results of election will be announced by the Election Committee representative(s) when all ballots have been tallied.

VIII. MANAGEMENT REPORTS

- A. Portfolio Manager
- B. Community Director/Manager

IX. UNFINISHED BUSINESS

- A. Notification System, (i.e. instant messaging to membership either by phone, email or text)
- B. Death of a Member. Disposition of equity/share payout check to family member(s)

X. NEW BUSINESS

- A. The new Board is required to meet within 10 days after elections, (i.e., NLT December 20th)

XI. OPEN FORUM: During open forum, each attending member may address the board for up to three minutes. A director or management may briefly respond to statements made or questions posed. Speakers must observe rules of decorum and not engage in obscene gestures, shouting, profanity or other disruptive behavior. If a speaker is in the middle of a sentence when time is called, he/she may finish their thought before sitting down. The time guidelines ensure that others will have an opportunity to speak. Speakers may not allot their time to others. All persons must follow the Meeting Rules listed below.

ADJOURNMENT

MEETING RULES: No audio or video recording allowed by attendees. However, the Secretary may record the meeting to aid in the preparation of minutes. The recording is deleted once the minutes have been prepared. As provided in the "Open Meeting Act," members may observe the meeting but do not have the right to participate in the Board's deliberations or votes. Members may address issues during the Open Forum portion of the meeting. Attendees may not engage in obscene gestures, shouting, profanity or other disruptive behavior. If an attending member becomes disruptive, they may be, (i) expelled from the meeting, (ii) the meeting will be adjourned to a new location, or (iii) possibly the authorities will be called.

BOARD OF DIRECTORS ANNUAL SUMMARY REPORT

In an effort to provide the membership with an added awareness of some of those challenges and business affairs of the corporation, such as, safety, security, energy conservation, interviews, disciplinary actions, letters of notice, amendments, financial status, inspections, litigations, just to name a few, the Board is providing the membership with a 2013 annual summary report concerning various issues and events addressed by the board and management.

Interviews Conducted

- 11 total for 2013

Meetings Held

- Fiscal Planning - 1 (Board of Directors)
- Regular – 4 (Board of Directors)
- Budget – 1 (Board of Directors)
- Executive – 19 (Board of Directors)
- Membership - 1 (AGM)

Financial

- One (1) withdrawal from our Reserve accounts for Asphalt Repairs
- A balanced budget approved for 2014
- Increase to monthly carrying charges for 2014; \$8 two bdrm; \$7 one bdrm

Membership Correspondence

- The Board responded to twenty (22) membership letters of request/concerns

Repair/Replacement Projects

- Pool pump replaced
- Additional shelving in clubhouse
- Concrete bumpers replaced
- Asphalt repairs completed
- On-going landscape projects
- Dry-rot repairs completed
- Boiler room repairs completed

Administration & Operating Rules

- 2013 financial audit approved. No weaknesses or discrepancies found
- Bed Bug Addendum
- Amendments to Rule/Regs #6, 25 & definitions #11

Management

- Sacramento County inspects EG swimming pool. EG passes
- Sacramento Fire inspects EG grounds and fire extinguishers/laundry vents. EG passes
- EG insurance company inspects for safety. EG passes
- EG annual in-house inspections
- REAC inspections (Passed)
- 284 work orders completed
- 20 move ins/move outs
- Annual Section "8" (HAP) re-certification for 22 members
- We currently have 30 applicants on the outside waiting list to move in.
- On-going routine maintenance items: electrical & lighting, heating & cooling, locks & hardware, plumbing, custodial, pool, fire & utilities, asphalt driveways, roof gutters, laundry...et