

One Bratenahl Place Condominium Association
Minutes of the July 16, 2018 Board Meeting
Suite 101

Members Present: Bill Christ
Sue Dempsey
Corrine Hartman
Scott Kilpatrick
Ronnie McConnell
Patrick Rosenthal
Jeanette Webster

Members Absent: None

Invited Guests: Bill Pender, First Realty Property Management
Blair Cancelliere, First Realty Property Management
Julie Perkins, Kaman & Cusimano

Call to Order:

There were sufficient members for a quorum. The Board Meeting was called to order at 6:00 p.m. by President Sue Dempsey.

Meeting Discussions:

Approval of the regular Board Meeting Minutes from 6/19/18: Corrine Hartman made a motion to approve these minutes, Ronnie McConnell seconded, and it was approved unanimously.

Julie Perkins provided the Board and new members with her annual introduction to the Board, addressing topics like confidentiality, liability, and legal responsibilities to the Association. The Board Code of Ethics, approved unanimously at the previous Board meeting, 6/19/18, was signed by all board members.

Management had received various complaints regarding the lack of "cooling" being provided by their in suite convectors. This prompted a more thorough review, which revealed no cooling issues related to system capacity. On 7/11/18, following an evaluation of the HVAC system, our contractor Gardiner determined that the Adaptaview Display Module Screen (likely due to the power outage) was defective. This unit is used by the service providers to determine potential

failures. Estimated cost of replacement is \$8140. Sue Dempsey made a motion to approve the expenditure, Scott Kilpatrick seconded, and it was approved unanimously via email by 7/13/18.

Blair Cancelliere and Bill Pender provided the Board members with a detailed and thorough Property Manager's Report as follows:

I. Projects, on-going operational costs, and maintenance

A. Expansion Joint, near suite 807: The repair has been delayed until fall (October) and will be scheduled at a time when shutting off the convectors will be least disruptive to the building and the residents. The repair will be expedited, with no additional cost, utilizing 12-hour work days to minimize the "down time". During the replacement, we also will be doing eddy current testing to help identify surface and sub-surface defects, thickness variation, and evidence of corrosion.

B. Preventative maintenance on the convectors continues, including filter replacements. Maintenance also plans to check shut-off valves and replace batteries in smoke detectors.

C. Parking garage: We currently are awaiting quotes to power wash and restripe the parking spaces and curbing and repaint exterior walls. Items not approved for garage parking storage will need to be removed from the garage to allow the above to take place.

D. Charter Fiber Optic Installation: Prior to installation of fiber optic, Shannon Electric will need to install 17 duplex receptacles, with reinforcements in 16 closets. The price for this installation, including all labor and parts, is \$9,795. Corrine Harman made a motion to approve the expenditure, Scott Kilpatrick seconded, and it was approved unanimously.

E. Security cameras: Additional security cameras on the Association property is currently being investigated as well as potential upgrades to our current cameras with better recording capacity.

F. Exterior windows: Currently waiting on quotes for re-caulking of north facing exterior windows. It has been the long term plan of the Association to re-seal and re-caulk all exterior windows, starting with those in the worst condition, north side, eventually moving towards the south side.

G. Gardiner: The maintenance agreement between OBP and Gardner regarding its *PureResults* Water Treatment Program Renewal will not be increasing this year. The total annual cost is \$4,730.40, payable in monthly amounts of \$394.20, for the term of September 1, 2018 through August 31, 2019. Scott Kilpatrick approved the expenditure and renewal of their contract, Corrine Hartman seconded, and it was approved unanimously.

H. Speed Exterminating Co. pest control services for control of roaches, mice, rats, spiders, and ants, continues without any increased cost to the Association, \$47.52 monthly. The service is provided twice per month and includes all common areas and the restaurant and utilizes EPA-approved products and procedures. No motion was needed.

I. Kone: Our current elevator repair company provided a quote to replace the drive sheave, replace the main sheave shaft bearings, and install a new oil seal on the main shaft on the north passenger elevator, \$28,538. Additionally, they also provided a separate quote to replace/upgrade the obsolete Allen-Bradley drive (no longer manufactured by the OEM) in the north freight elevator, \$23,632. This drive is a power conversion unit which controls the energy necessary to raise and lower the elevator. Corrine Hartman made a motion to approve the expenditure, as part of the MR&R budget, Scott Kilpatrick seconded, and it was approved unanimously.

J. Fiber-Seal, a company providing fabric and carpet care, provided the Board with 2 quotes: a) Cleaning carpet on all floors, \$4997.60. b) Treating and maintaining carpet and upholstered fabric in the Lobby and Penthouse areas, \$4083.01. Corrine Hartman made a motion to approve the Fiber-Seal expenditures via the Operating Budget, Scott Kilpatrick seconded, and it was approved unanimously.

K. Lakeside Laundry: The Board discussed a proposal for a new agreement, which included credit card readers, which would require a hard wire internet installation in the laundry room to function. It was decided to revisit this option at a later time, following installation of fiber optic cable and Wi-Fi capability throughout the building.

II. Miscellaneous.

A resident formally requested via our Records Request Form a redacted copy of the Spectrum/Charter fiber optic cable contract, due to a confidentiality provision in the contract. The Board could not grant this request as a redacted contract could not be provided.

Financial report: Jeanette Webster reviewed the One Bratenahl Financial Statement provided by First Realty for the period ending June 30, 2018. This information was discussed and accepted.

Committee Reports

Finance: Jeanette Webster reported that the committee had nothing new to report.

House: Sue Dempsey noted that the House Committee soon will be providing the Board with an estimate on new and more size-appropriate plants for the Garden Court.

Landscaping and Grounds: Scott Kilpatrick reported that Alex Apanius has provided the Association with a long term landscape plan, a modification of the original, which now should be "membrane-friendly". A quote for this work will be forthcoming. At the request of the committee, Blair Cancelliere is investigating solutions to better "greening" of our lawn following the membrane project and the inconsistencies of the lampposts and their bases.

MR&R: Corrine Hartman reported that the committee has not met due to the absence of the property manager.

Marketing: Patrick Rosenthal reported new issues related to our website due to routine updates from software developers related to other related websites or links. This is being investigated with the plan for automatic updates occurring on our website as well.

Corrine Hartman and Rick Horvath were previously tasked with providing the Board with a uniform proposal regarding appliance installation and repair requests by the residents. This proposal will be reviewed at our next Board meeting in August.

The topic of open board meetings was discussed. It was recognized that many confidential topics could not be addressed in an open meeting with residents present. Continued discussions regarding when and how such meetings will take place will be forthcoming. The Board agreed to have an informational meeting.

The Board discussed the value of having at least one annual joint meeting with the Board of Two Bratenahl Place. We currently share a lot of responsibilities, included but not limited to security, easements, and landscaping, and there may be opportunities for further collaborations, despite being entirely separate Associations and businesses. Sue Dempsey will reach out to their Board President and attempt to schedule a meeting within the next few months.

There had been some previous discussion about securing a different day during the week for our regular monthly Board meetings. It appeared that the 3rd Monday of the month would be acceptable to all and preferable by a minority. The Board traditionally has not met during the month of December, but the necessity of having a meeting in December will be determined at a later time.

In preparation for the Executive Session, the Board Meeting was adjourned at 8:05 p.m.

Respectfully,

A handwritten signature in blue ink, appearing to read "S. Kilpatrick", written in a cursive style.

Scott E. Kilpatrick, M.D., Secretary