

One Bratenahl Place Condominium Association
Minutes of the August 20, 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 6:05 p.m. by President Sue Dempsey.

Meeting Discussions:

Approval of the regular Board Meeting Minutes from 7/16/18: Corrine Hartman made a motion to approve these minutes with all revisions, Sue Dempsey seconded, and it was approved unanimously.

Rich Horvath and Corrine Hartman provided the Board with a detailed draft proposal for "in suite" maintenance services and appliance installation. The document included a maintenance matrix, displaying in tabulated form Association responsibility vs. Owner/resident responsibility, per our by-laws, and a proposal for specific special maintenance services, for an additional fee, utilizing our own building maintenance staff. All agreed that the proposal needed further discussion and review to ensure that the special services proposed and ultimately provided are within the capacity of the building and the skillset of the employees. A market evaluation of the current fee schedule and a thorough review from our legal counsel, ensuring that the proposals remain consistent with our governing by-laws, also were recommended.

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

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

A. Shannon Electric begin work this week for preparation for fiber optic installation. The work is expected to take approximately 4 days.

B. Bama Masonry anticipates starting tuck pointing work on September 10, 2018, estimated at approximately 4 days to complete. All deliveries during this time period will need to take place from Eddy Road.

C. Eddy Road sidewalks: The Village of Bratenahl will soon begin replacing the sidewalk from our gate to Lakeshore Boulevard.

D. Individual basement storage units: Work began today to remove items currently not in storage units and blocking hallways, representing a safety hazard. We also will be addressing the poor lighting in these areas and are currently awaiting quotes for LED lighting and the addition of emergency exit signage.

E. Parking garage: Current lighting in the garage is insufficient during power outages. Shannon Electric provided a quote of \$6300 to rewire the garage lighting panel to the existing emergency generator panel and install new fuses. Sue Dempsey made a motion to approve the expenditure, Ronnie McConnell seconded, and it was approved unanimously.

F. Security cameras: Shannon Electric provided a quote of \$7815 for a security system upgrade, including a 16-channel DVR in the Manager's office, new indoor cameras (2) for the lobby and garden court, new outdoor cameras (16) with night vision capability for garage and common grounds, and training for our staff. Scott Kilpatrick made a motion to approve the expense for the upgraded security system, Corrine Hartman seconded, and it was approved unanimously.

G. Lamp post bases: To address the inconsistency of the lamppost bases, Lighting Design Experts provided a proposal for an aluminum post wrap for the bases, at a cost of \$84/each. The Landscaping and Grounds Committee will review this proposal and provide the Board with input prior to further consideration.

H. Montgomery Tree and Stump Removal will remove one dead tree, one diseased tree, and trim the existing trees near the south side parking lot, estimated cost \$3500. Sue Dempsey made a motion to approve this expenditure through the Operations Budget, Corrine Hartman seconded, and it was unanimously approved.

I. MECO McDonald Equipment Company provided the Association with a renewal service agreement, covering the standby generator equipment. There was no increase in the agreement price or the mileage rates; however, there was a slight increase in labor rates. The annual agreement price was \$660 with labor rates of \$90/hour during regular working hours and \$135/hour for evenings and weekends. Scott Kilpatrick made a motion to approve the Service Agreement, Ronnie McConnell seconded, and it was approved unanimously.

J. Water cooler: The Association currently pays an equipment lease via Macke Waters Systems, a Quench Company, of \$120.96 every 2 months for 2 hot/cold water coolers, at a total cost of \$725.76/year. Blair Cancelliere proposed that the Board consider purchasing our own hot/cold water coolers at \$327.19 each, eliminating these monthly payments. Corrine Hartman made a motion to approve this purchase, Scott Kilpatrick seconded, and it was approved unanimously.

K. Tile floor cleaning: Coit Cleaning & Restoration Cleveland provided quotes of \$790 and \$7990 to hone/polish/seal floors for the elevator cab floors and the elevator landings for all floors, respectively. Jeanette Webster made a motion to approve the cleaning expenditure, Corrine Hartman seconded, and it was approved by all. A third quote of \$2400 was provided to clean floor tile and grout and apply a new coat gloss sealer to the Garden Court floor. Corrine Hartman made a motion to approve the cleaning expenditure, Scott Kilpatrick seconded, and it was approved unanimously.

L. There is a need for pipes and sprinklers to be installed in the new lawn area on the north side of the building, and Carpenter's Lawn Sprinkler Systems provided an estimate of \$850. Sue Dempsey made a motion to approve the installation, Corrine Hartman seconded, and it was approved by all.

II. Miscellaneous.

The Board reviewed the current staffing issues. A new maintenance person has been hired. The Association also has added an additional security person. We are currently interviewing for a part time employee for our Resident Services Desk.

A unit owner for suite 308 had requested permission to alter the walls in their suite, relocating them to their original position. The appropriate permits had been obtained. Corrine Hartman approved the alterations, Scott Kilpatrick seconded, and it was approved unanimously.

Financial report: Jeanette Webster reviewed the One Bratenahl Financial Statement provided by First Realty for the period ending July 31, 2018. This information was discussed and accepted.

Committee Reports

Communications: Bill Christ agreed to chair the Committee. Sue Dempsey made a motion to approve his appointment, Patrick Rosenthal seconded, and it was approved unanimously.

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

House: Sue Dempsey provided the Board with illustrations of the proposed benches, Bernhard "Kendall" Bench #N1770L (mocha finish and charcoal leather covering), to be used in front of the lobby elevators. The quoted price through Bello Design was \$865. Jeanette Webster made a motion to approve the expenditure, Corrine Hartman seconded, and it was approved unanimously, provided that the benches were of commercial grade quality for a high rise residential building and had the appropriate realistic "human" weight capacity. Sue Dempsey also provided the Board with a proposal for Garden Court plant replacements, utilizing 10 ft.

palms (2) for the north room wall and 5 ft. plants (2) for the northern 2 columns. The original cost was projected to be \$3446.00 from Plantscape, Inc. with a \$207 monthly maintenance fee including guaranteeing survival/replacement. However, Sue Dempsey reported that Tom Segelin, working through Gales' wholesale, would be able to obtain the same plants for considerably less, \$1800 with a monthly maintenance/guarantee of \$125. Corrine Hartman made a motion to approve the expenditure for the proposal of Tom Segelin, Jeanette Webster seconded, and it was approved unanimously.

Landscaping and Grounds: Scott Kilpatrick and Blair Cancelliere had previously provided the entire Board (via email) with detailed proposals, including landscape drawings and illustrations, courtesy of Alex Apanius, a professional landscape architect and former executive director of the Cleveland Botanical Garden, with input from the Committee. The landscape plan provides evergreen and perennial borders/beds, replicating the similar plantings at the east corners to also include the west corners, and continuity of the 2BP landscaping along the brick fence with Eddy Road and the entrances to the garages. The total cost to implement this project, including all soil preparation, by Green Estates, was \$30,780. It was noted that the current landscape company, Green Estates, also provides services for 2 Bratenahl Place (2BP). Per our Master Agreement with 2BP (and for continuity), we utilize the services of one landscape provider. Corrine Hartman made a motion to approve the expenditure for the 2018-19 Operational Budget, Scott Kilpatrick seconded, and it was approved unanimously, to be completed this fall. Additional landscape projects to be addressed at future meetings included planting evergreen shrubs along the north side walkway, complementing the Hostas and providing "all season" color, and examining the issue of providing visual coverage, either physical (e.g. actual cover) and/or plants, for the contractor dumpsters.

MR&R: Corrine Hartman reported that, due to the "backlog" of building related issues and staffing, the Committee had not met and had nothing new to report.

Marketing: Patrick Rosenthal reported that the Committee will be enlisting the help of an agency for Facebook advertisements and blogging. There was also interest in creating "video tours", highlighting the "real" life and amenities of our Building and Association, with actual testimonials from residents in our building. Members of the Committee from 1BP and 2BP plan to reach out to various residents, interested in volunteering to be involved in these videos.

Master Services Agreement. Sue Dempsey provided the Board with an overview of the recent Joint Meeting 1BP/2BP, August 13, 2018, 7:00 p.m., in the 2BP library. Sue Dempsey, Jeanette Webster, Patrick Rosenthal, Scott Kilpatrick, and Blair Cancelliere met with Carl Muller, Tom Allen, Clarke Leslie, Mike Shemo, and Karen O'Connor. The following issues also were discussed: the mutual desire to have regularly scheduled meetings between the 2 boards, investigation of an enhanced and more effective security system (including pool entry), landscaping, and snow removal. Once edits to the Master Services Agreement have been completed, it will need to be approved by the Boards of both Associations prior to implementation.

The date for an informational meeting for the residents was agreed for Wednesday, September 5, 2018, at 6:30 p.m. in the Penthouse. The topics for discussion will include the following: Property Management Report, Financial Update, In Suite Appliance and Maintenance Services, Insurance Issues related to Casualty, Charter/Spectrum Updates, and an opportunity for questions from the residents in attendance.

In preparation for the Executive Session, the Board Meeting was adjourned at 8:52 p.m.

Respectfully,

A handwritten signature in blue ink, appearing to read "Scott E. Kilpatrick".

Scott E. Kilpatrick, M.D., Secretary