

**One Bratenahl Place Condominium Association**  
**Minutes of the October 15, 2018 Board Meeting**  
**Suite 101**

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

**Members Absent:** Corrine Hartman

**Invited Guests:** Jim Grasso, First Realty Property Management  
Blair Cancelliere, First Realty Property Management  
Karen Seagren, 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 6:02 p.m. by President Sue Dempsey.

**Meeting Discussions:**

Approval of the regular Board Meeting Minutes from 9/17/18: Jeanette Webster made a motion to approve these minutes pending review with all revisions, Scott Kilpatrick seconded, and it was approved unanimously.

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

A. The commercial space of the former Skin Care Institute is being updated. Walter Scheutzow has been hired to remove all floor coverings, interior walls, and cabinets, as well as modify the ceiling and repaint, estimated at \$3500.00. The Association received a letter of intent to lease this space, and the proposal is under consideration.

B. On September 24, 2018, the 2 laundry exhaust systems were cleaned by Service-Tech Corporation.

C. The security cameras approved previously have been ordered (9/20/18) and electrical re-wiring began on October 11, 2018.

D. The repair of the expansion joint near Unit 807 was completed. Eddy testing was performed at the same time of the repair, and the subsequent report will require an engineer to properly and accurately interpret. Blair Cancelliere will obtain a quote for this service.

E. Preventive maintenance of the convectors in all units continues. The Board reviewed a detailed tabulation showing completion of the service for 86 units to date, since 4/12/18.

F. The approved drive sheath repair (north passenger elevator) will be scheduled after the Spectrum installation.

G. Work is scheduled for repair of the chain link fence for October 17-18, 2018, by Rohen Bros. Fence Co, Inc.

H. The total balance commitment for the window project and replacement for 2018-2019 is now \$18,240.00. The Board also reviewed a window price quote from Castle Glass.

I. The northwest interior garage/basement level door was recently repaired/adjusted by Stanley Door and now is opening normally and in a timely manner.

J. A comprehensive call out/texting service by Call 'Em All will be utilized to notify the residents via their cell phones in emergency situations and/or power outages. The cost is approximately \$18.18 to notify up to 200 cell phones (\$0.90 per credit/message, 30 seconds).

K. Gardiner will be replacing 6 Johnson valves (3, return water valves; 3, supply water valves) in the basement storage locker area on the south side. The valves help control the heating and cooling units for the Garden Court area. The estimated cost is \$5,647.00. Sue Dempsey motioned to approve this expenditure, Ronnie McConnell seconded, and it was approved unanimously.

L. The re-caulking of the north facing windows should be completed by October 16, 2018. It was decided that while M-A Building and Maintenance Company was on site, we would move forward also with "glazing" (wet sealing the glass to the window frame) these same north facing windows, which should prolong the "life" of the windows. According to M-A Building, these windows have never been glazed. Estimated cost for the balcony layouts was \$13,930.00, and for window bump-outs, \$4,940.00. Sue Dempsey made a motion to approve the glazing by M-A Building and Maintenance Company of the north facing windows, not accessible via the balcony, with Mike Rohal, our usual window contractor, being utilized to similarly glaze those windows and doors accessible from the balcony. Scott Kilpatrick seconded, and it was approved unanimously.

M. Management presented the Board a quote from Shannon Electric for a new "back-up" generator, estimated cost \$87,975.00. Scott Kilpatrick motioned to place on hold this expense for the time being, in part due to budget constraints and the need to consider "used" options for a back-up generator. Jeanette Webster seconded, and it was approved unanimously.

## II. Miscellaneous.

The Board reviewed a list of pending contract expiration dates.

There are 16 units currently for sale in One Bratenahl Place, 11 utilizing Mac Realty, 4, Re-Max Traditions, and 1 Worsech Real Estate Services.

Because of limited utilization of our front desk services and based on recommendations from Chris Matlock, there was a proposal to change the Saturday times that the front desk will be staffed. The new time will be Saturday, 11 a.m.-7 p.m. As a consequence of these changes, the keypad for the elevator will require the appropriate resident specific code, starting at 7 p.m. Saturday evening. Jeanette Webster made a motion to approve these staffing time changes, Ronnie McConnell seconded, and it was approved unanimously. Staffing for front desk resident services will continue to be evaluated and monitored moving forward.

Financial report: Jeanette Webster reviewed the One Bratenahl Financial Statement provided by First Realty for the period ending September 30, 2018. This information was discussed and accepted. The cost for the Annual Audit of the Association's finances remains unchanged at \$4695.00. Scott Kilpatrick made a motion to accept this audit and approve the cost, Sue Dempsey seconded, and it was approved unanimously. The Board also reviewed a summary of the 2018-2019 annual operating and MR&R budgets. Projected year end MR&R reserve cash balance was \$1,079,077.00, which is below MR&R reserve study projection of \$1,629,656.00. The deficit is \$550,579.00. Scott Kilpatrick made a motion to acknowledge the underfunded status of the proposed budget, with an "opt-out" being presented to the residents, to avoid a significant and necessary increase in maintenance fees. Sue Dempsey seconded, and it was approved unanimously. It should be noted that the 2018-2019 budget was approved pending the final results of the opt-out vote by the residents.

The Board again discussed the In-Suite Services Proposal drafted by Corrine Hartman and Rick Horvath. Scott Kilpatrick made a motion to authorize Julie Perkins to review and edit the document, ensuring that the in suite maintenance proposals did not conflict with our by-laws. Sue Dempsey seconded, and it was approved unanimously.

### Committee Reports

Communications: Bill Christ reported that the Committee is currently preparing for a time to meet.

Finance: Jeanette Webster reported that the Committee met and the budget (detailed above in the Financial Report) was the product of the finance meeting. There were no minutes to review.

House: Sue Dempsey referenced our 2018-2019 Operating Budget and requested funds to hire an interior designer to help propose an overall building design. Projected overall cost will be \$15,000.00.

Landscaping and Grounds: Scott Kilpatrick provided the Board with minutes from the committee meeting on September 30, 2018, generously prepared by Christine Domin. The members of the committee largely are happy with the progress that has been made. The committee proposes that we supplement the current perennial plants with summer annuals that match Two Bratenahl Place (e.g. sunpatiens). Sue Westbrook will provide the committee with other options as well. The committee would like to explore additional options for lamppost base covers. Concern had been previously expressed regarding the gravel drains. Blair Cancelliere provided a proposal for excavating gravel around the drains and dropping them further below ground level, covering with topsoil and filter fabric, and re-seeding these areas. The estimated cost is \$648.00, and this did not require Board approval. To provide texture for the beds, a proposal for installing landscape rock outcroppings was entertained, at a cost of approximately \$3888.00. These rock installations will be further reviewed and considered in the spring at the same time the Board budgets for the supplemental annual flowers for the beds.

MR&R: Corrine Hartman was not present.

Marketing: Patrick Rosenthal reported that there were new advertising marketing postings at the basement elevator landings and in the mailroom.

Social: The new residents Meet and Greet will take place October 17, from 5-7 p.m. The cost remains the same, being complimentary for new residents but \$5.00 for everyone else. Sue Dempsey also mentioned that the tree trimming will take place on December 1, and the Bratenahl 100 event will occur at One Bratenahl Place on December 2. The One Bratenahl Place Holiday Party is scheduled for December 13.

Secondary to 2 recent owner records requests for the 2018 election documents and proxies, confidentiality concerns, raised by Ronnie McConnell, were discussed. Per our by-laws, this information is not confidential and may be requested by any "owner of record". All agreed that the proxy methodology utilized in the past needed to be updated to an absentee ballot, ensuring confidentiality, an end to solicitation of proxies/votes, and improving the integrity of the voting process. Sue Dempsey made a motion to authorize Kaman & Cusimano to provide One Bratenahl Place with an amendment to the election procedures within the Association by-laws that provides for absentee balloting, protects the privacy of owner's choice in voting for board members, and avoids unwanted solicitation for proxies or votes. Patrick Rosenthal seconded, and it was approved unanimously. Scott Kilpatrick mentioned that per previous conversations with our attorney best practices would be election ballots enclosed within 2 envelopes (larger envelope with signature only for recording the voting unit and an enclosed smaller sealed envelope containing the actual ballot, opened only on election night).

The date for the next Board meeting will be Monday, November 20, 2018.

In preparation for the Executive Session, the Board Meeting was adjourned at 8:10 p.m.

Respectfully,

A handwritten signature in black ink, appearing to be 'SEK', written in a cursive style.

Scott E. Kilpatrick, M.D., Secretary