

One Bratenahl Place Condominium Association
Minutes of the November 19, 2018 Board Meeting
Suite 101

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

Members Absent: Jeanette Webster

Invited Guests: 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 6:01 p.m. by President Sue Dempsey.

Meeting Discussions:

Approval of the regular Board Meeting Minutes from 10/15/18: Sue Dempsey made a motion to approve these minutes with all revisions, Ronnie McConnell seconded, and it was approved unanimously.

Approval of the special regular Board Meeting Minutes from 11/14/18: Sue Dempsey motioned to approve these special minutes specifically related to discussion of the election audit and correspondence from Kaman & Cusimano. Ronnie McConnell seconded, and it was approved unanimously.

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

A. Replacement of the 6 Johnson valves by Gardiner, referenced and approved in the October 15, 2018 meeting minutes, is scheduled to start November 27, 2018. It is anticipated to require 3 working days to complete.

B. Drive sheave repair of the North Passenger Elevator is scheduled for November 29, 2018, and will require 2-3 weeks to complete. There was some concern of whether this elevator downtime would impact the holidays, but Management confirmed that the repairs would be completed prior to Christmas and New Years holidays. It also was confirmed that the North Freight Elevator (not the North Passenger Elevator) is “tied to” the emergency generator in the event of a power outage.

C. Windows Project List. The total balance commitment for the 2018-2019 budget is \$9805.00. The Board authorized Management to review other vendors who could provide the Association with estimates as well. There was discussion that having more than 1 vendor available may be preferable.

D. Tile floor cleaning in the Garden Court by Stone Medics, LLC, was previously approved at the August 20, 2018, Board meeting, at an estimated cost of \$2400.00. However, Stone Medics modified their request to \$3996.00 (\$1596.00 more than expected) after testing their product on our floor. Management attempted to do the work “in house”, using our own employees, but it was not successful. Scott Kilpatrick motioned to approve the additional expenditure to clean the tile floor. Sue Dempsey seconded, and it was approved unanimously.

E. A new steel door near the front entrance on the right side was installed on November 6, 2018.

F. New lighting has been installed in the Storage Units, which has greatly improved visibility, especially in the north side storage units.

G. Penthouse furniture and carpet and the Lobby furniture and rugs are scheduled for cleaning on November 28, 2018.

H. The fire alarm testing was completed on November 8-9, 2018. Although the testing “passed” inspection, Management is investigating a “trouble” alarm indicated by the panel and the charging of the back-up battery system.

I. Coinciding with a range of religious holidays, residents will be permitted to decorate their balconies with lighting, starting on Thanksgiving Day through January 13, 2019. Sue Dempsey motioned to approve, Scott Kilpatrick seconded, and it was approved unanimously.

J. Board and Management reviewed a list of upcoming contract expiration dates. A contract for HVAC maintenance with Gardiner is scheduled to expire, and the Board received a 3-year renewal contract proposal, scheduled to begin January 1, 2019. Corrine Hartman asked for an opportunity to review the contract prior to approval and would let the Board know of any concerns.

K. The Coin Machine Lease Agreement with Shamrock Vending is scheduled to be renewed, with a 1-year lease term, running from November 15, 2018 until November 15, 2019. Shamrock provides vending services for the basement snack and soda machines. Scott Kilpatrick mentioned his concern that these machines include more healthy alternatives. Currently, only one sugar free soda is offered. Management agreed to evaluate healthier options for stocking the

machines. Sue Dempsey motioned to approve the 1-year lease absent the automatic renewal clause, Ronnie McConnell seconded, and it was approved unanimously.

L. An ATM Site Agreement with Trico ATM Leasing, Inc., with a 36-month term and a start date of December 3, 2018, was reviewed. The company provides our basement ATM services and charges a surcharge of \$2.50, per chargeable transaction. Sue Dempsey motioned to approve this Agreement, Scott Kilpatrick seconded, and it was approved unanimously.

M. Management requested Board approval for changing office phones from XO to Charter/Spectrum Business, at an estimated cost savings of \$205.93 annually. The one-time installation fee for PRI service of \$250.00 will be waived. Corrine Harman motioned to approve this move to the new phone system, Scott Kilpatrick seconded, and it was approved unanimously.

N. Additional network upgrades to allow monitoring of our security cameras via the Management office were reviewed, at an estimated cost of \$965.00. Corrine Hartman motioned to approve the expenditure, Scott Kilpatrick seconded, and it was approved unanimously.

O. Shannon Electric provided a quote of \$1270.00 to provide conduits and wiring for Soffit Lights. Ronnie McConnell motioned to approve the expenditure, Scott Kilpatrick seconded, and it was approved unanimously.

P. Shannon Electric provided a quote for providing garage ramp lighting, including conduits, wiring and new photoeye, estimated cost \$2590.00. Scott Kilpatrick motioned to approve the expenditure, Corrine Hartman seconded, and it was approved unanimously.

II. Miscellaneous.

There are 16 units currently for sale in One Bratenahl Place, 9 utilizing Mac Realty, 3 Re-Max Traditions, 2 Chestnut Hill Realty, and 1 each Worsech Real Estate Services and Coakley Real Estate.

The Board reviewed a request from the owner of Unit 1505 for an Indoor Car Capsule system for preserving and storing a vehicle. There was discussion regarding the dimensions of the capsule, the need for an electrical supply, and the potential for encroachment of the capsule on neighboring spaces. Ronnie McConnell motioned to not allow the indoor capsule installation, Sue Dempsey seconded it, and it passed by a majority vote (5-2).

Financial report: Jeanette Webster was absent and did not present a financial report. Sue Dempsey made a motion to approve items for the 2018-2019 budget (see attachment). Scott Kilpatrick seconded, and it was approved unanimously. For clarification of the attached document, total operating costs are \$2,647,999.00. Regarding the motion to assess owners of record \$2,793,869.00, this figure represents the sums of the Operating and MR&R budget \$1,638,842.00, maintenance fees (billed) \$723,561, and MR&R fees (billed) \$431,466.00.

Committee Reports

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

Finance: Jeanette Webster was absent, and there was nothing to report.

House: The next scheduled meeting of the House Committee is November 28, 2018, 6:30 p.m., in the Garden Court. The lobby elevator benches and Garden Court planting have now been installed. The Committee would like to remind the owners to be mindful that new acclimatizing plants cannot reasonably adjust to wind chill, and residents should avoid, when possible, using the north outside door. Temporary cones have been placed (not obstructing) this door as a reminder. The next major project agenda will include an interior master plan. Sue Dempsey informed the Board that the Committee plans to utilize a design firm to create a master plan. Request for proposal (RFP) criteria includes developing a sequence for public space improvements with estimated budgets, providing expectations regarding estimated time frames, and proposing the ability to implement smaller scale projects at the convenience of the Association and within budgetary constraints.

Landscaping and Grounds: To provide texture for the beds, a proposal for installing landscape rock outcroppings was entertained and discussed at the prior Board meeting on October 15, 2018, at a cost of approximately \$3888.00. Although these current costs cannot be guaranteed for 2019, the 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. The Committee wanted the residents to know that the current plantings represent only the backdrop (or canvas) for our overall landscaping plans, which should not be considered complete.

MR&R: Corrine Hartman mentioned that the MR&R Committee was preparing for an upcoming meeting.

Marketing: Patrick Rosenthal reported that originally the Committee sought to have their budget equally (50/50) supported by both 2 Bratenahl Place (2BP) and 1 Bratenahl Place (1BP). Corrine Hartman motioned to have this budget equally supported by both Associations and to communicate this approval to the Board of 2BP. Bill Christ seconded, and it was approved unanimously.

Social: Sue Dempsey reminded all that the tree trimming will take place on December 1, and the Bratenahl 100 event will occur at 1BP on December 2. The 1BP Holiday Party is scheduled for the evening of December 13.

There was a review and discussion related to a proposed amendment from Kaman & Cusimano to the 1BP by-laws to change the election process for only the Board of Directors from directed proxies to an absentee (confidential) ballot process. The discussion included issues related to qualifications for Board members (e.g. member in good standing and residency requirement), non-permanent term limits, specifics on the process of absentee voting (e.g. where the vote would be sent), and the role and membership of an election committee. Corrine Hartman made a motion to provide the residents with 3 separate and distinct amendments, each requiring 75% or greater approval of the Association, to include the current Absentee Ballot Amendment,

non-permanent term limits (e.g. 2 consecutive terms allowed with 1 election cycle off), and defining qualifications for the Board. Scott Kilpatrick seconded, but the motion did not pass (2-4). Scott Kilpatrick motioned to approve the Absentee Ballot Amendment only with revisions to the owner letter to reflect the Board's ability to adopt election procedures. Bill Christ seconded, and it was approved unanimously.

The tentative dates for the next special Board meeting will be December 11 or 12, 2018, and the meeting will be limited to discussions regarding the Salon contract and in suite Maintenance Services. The next full Board meeting will be January 21, 2019.

In preparation for the Executive Session, the Board Meeting was adjourned at 8:42 p.m.

Respectfully,

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

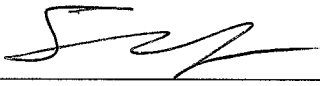
Scott E. Kilpatrick, M.D., Secretary

One Bratenahl Condominium Assn.

Sue Dempsey made the following motions regarding the Association's 2018-2019 budget:

- a. A motion to approve the sum of \$2,647,999 to be budgeted for Association operating expenditures during the fiscal year 2018-2019, a copy of which is attached to these minutes.
- b. A motion to approve the use of sum of \$300,000.00 from previously accumulated operating surpluses transferred to reserve by Board approval.
- c. A motion that \$2,793,869 be assessed to all owners of record as of September 1, 2018, in accordance with their individual percentage of ownership. Such assessment shall be due on September 1, 2018.
- d. A motion that the Board, acting through its Treasurer and/or Manager is authorized to expend funds collected in accordance with, but not in excess of, the attached operating budget.
- e. A motion that the Board, by a majority vote throughout the year, may transfer unexpended funds from one budget category to another category, listed in the budget, including reserves, if and when needed.
- f. A motion that on August 31, 2018 the surplus funds in the Association's operating account shall be allocated toward the Association's reserve fund.
- g. A motion that on August 31, 2019 any surplus funds in the operating account, if any, shall be allocated toward the Association's reserve fund.
- h. A motion to reflect as part of these motions that the owners by a majority vote approved opting out of the fully funded requirement.

Scott Kilpatrick seconded the above motions. After review, discussion and consideration, the motion passed unanimously.



Scott Kilpatrick, Secretary

Dated: November 19, 2018