

**One Bratenahl Place Condominium Association**  
**Minutes of the January 21, 2019 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  
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 11/19/18: Bill Christ made a motion to approve these minutes with suggested revisions, Sue Dempsey seconded, and it was approved unanimously.

Approval of the regular Board Meeting Minutes from 12/11/18: Corrine Hartman made a motion to approve these minutes with suggested revisions, Patrick Rosenthal seconded, and it was approved unanimously.

**I. Projects, on-going operational costs, and maintenance (Manager's Report)**

A. The Window Project List continues to move forward with a total balance commitment to date for the 2018-2019 year of \$10,056.00.

B. North Freight Elevator malfunction. Management, Shannon Electric, and Kone are currently conducting metering tests on the isolation transformer and, depending upon the results

of this testing, may replace the drive in the elevator (the electronic box that directs the elevator where to proceed next). If drive replacement is necessary, Kone has agreed to do this at no cost to the Association.

C. The implementation of new laundry equipment for the north laundry room has been delayed by 2-3 weeks, pending arrival of additional dryers. There will be approximately one week downtime, while the new equipment is installed followed by a thorough cleaning of the laundry room. Once the north side room is completed, the south side laundry room will likewise be scheduled.

D. People's Insurance for D&O coverage (Directors and Officers Liability Insurance) is scheduled for renewal on April 1, 2019.

E. The Cincinnati Insurance Company performed a Loss Control Survey of our facility on December 6, 2018. The survey resulted in 3 recommendations: 1) obtain contracts with all outside vendors that include hold harmless agreements or obtain additional insured status with contractors. 2) The exterior perimeter wall needs tuck pointing and general repair in some areas, most notable south of the gate house. 3) Create a formal drivers handbook that includes inclement weather conditions and prohibits texting and driving. As part of background checks, MVR (motor vehicle reports) with at least a 3-year history should be obtained on all employees who operate any vehicles for company business.

F. During the recent Wi-Fi installation, it became apparent that Management did not have keys to all Units. Karen Seagren suggested that we have a key cabinet that required finger print access and/or key card and would be fully auditable/traceable. In the meantime, management will be requesting keys from those Units in which they do not currently have a set readily available.

G. The Board reviewed a list of contract expiration dates.

H. We currently have 4 Montgomery geared passenger elevators, each with 2000-lb. capacity. The Association believes there is a need for an independent evaluation of all 4 elevators regarding pending replacement and repairs with estimated costs. Request for quotations (RFQ) were obtained. To expedite the process of long term planning for our elevators, Corrine Hartman motioned to allow Karen Seagren to move forward on securing this independent evaluation, up to but not exceeding a total cost of \$7000. Scott Kilpatrick seconded, and it passed unanimously.

I. The southwest (SW3) pump that provides heating and cooling for the bistro needs to be replaced. The Board reviewed 2 separate bids to replace the pump demo & valve and pump replacement. Scott Kilpatrick motioned to approve the expenditure for Trane, Corrine Hartman seconded, and it was approved unanimously.

J. The Board discussed the current 3-year contract renewal with Gardiner and their HVAC Maintenance Agreement, providing comprehensive annual inspections in the spring and fall. Karen Seagren will look into the above issue further and also seek a competitive bid from another vendor.

K. Management requested a replacement for the manager's desk, estimated at \$1607.76. The current desk is over 20 years old. Jeanette Webster motioned to approve the desk expenditure, Ronnie McConnell seconded, and it was approved unanimously.

L. The fire alarm system is working properly, but Management and the MR&R Committee are investigating potentially updating our system. The Board reviewed 2 quotes from Shannon Electric and GPS (Gene Ptacek & Sons) for an entirely new fire alarm system implementation and one for repair. Karen Seagren and the MR&R Committee will work jointly to obtain an independent evaluation regarding updated fire alarm systems and their relationship to the current codes required for a high rise building.

M. Karen Seagren reported issues related to the outside canopy lights which provide light for the covered walkways. Shannon Electric provided a quote to refit these lamps for LED lighting, at \$4100.00. Scott Kilpatrick motioned to approve the expenditure, Corrine Hartman seconded, and it was approved unanimously.

## II. Miscellaneous.

There are 11 units currently for sale in One Bratenahl Place, 6 utilizing Mac Realty, 2, Chestnut Hill Realty, 1, Re-Max Traditions, 1, Coakley Real Estate, and 1 Worsech Real Estate Services.

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

The Board discussed the details related to the proposed Election Committee from the recent amendment concerning how the Association votes for the Board of Directors. The discussion included where the actual ballot (postage paid outer envelope) would be sent (e.g. P.O. Box), number of Election Committee members (e.g. 3, 4, or 5), the make-up of the Committee (e.g. 3-4 residents, 3rd party attorney or accountant), and the qualifications of the Committee members. All agreed that the Committee should not include Board members (or their relatives, room-mates, or renters of their suite) or employees of the property management company. The Board also discussed how the Election Committee would manage the workflow of counting the ballots while maintaining confidentiality. The Board will be preparing formal election procedures once the amendment has passed by the needed 75% vote of the Association.

The Board sought to provide clarification for the term "owner occupied" as utilized in our by-laws, solely pertaining to owners who own multiple units and desire to rent at least one of these units (per Declarations Article XIII, Section 6 "For any Unit Owner owning more than one Unit, one of the units must be owner occupied"). There was discussion regarding primary residence vs. secondary residence and how the government defines "owner occupied". The original intent of this language was to prevent any individual owner from simply buying properties for the sole purpose of leasing them. Sue Dempsey motioned to approve language which defined owner occupied residence as 1) place where the owner lives the majority of the year with 2) proof of

occupancy (i.e. voter registration, IRS tax return, mortgage documentation, etc.). Patrick Rosenthal seconded, and the motion passed by a majority vote (6-1).

The Board discussed the current Spectrum installation, and Corrine Hartman inquired further regarding updates to the implementation and specifically the waiver. The estimated go-live date is March 1, 2019, and Spectrum is currently activating and testing devices.

#### Committee Reports

Communications: Bill Christ reported that there was nothing new to report.

Finance: Jeanette Webster reported that there was nothing new to report.

House: Sue Dempsey mentioned that, regarding bids for an interior design plan, the RFQ is currently being developed but has not yet been sent to the vendors.

Landscaping and Grounds: Scott Kilpatrick reported that the Committee plans to meet in early February to discuss issues related to supplemental annual/perennial plantings, rock outcroppings to provide texture, and coordination of these plans with 2BP.

MR&R: Corrine Hartman provided a detailed report following their meeting on January 17, 2019. The meeting predominantly focused on 4 issues: independent elevator evaluations (discussed previously above "H"), assessment of our pipes and risers, routine convector maintenance, and fire alarm system evaluation (discussed previously, see above "L"). For evaluating and making recommendations only, quotes have been obtained from Scheeser Buckley Mayfield and Osborn Engineering, and one quote is pending. Karen Seagren will obtain the last quote from the RFQs and review all of these bids with the Committee and the Board. Routine convector maintenance discussion will be tabled for the next board meeting.

Marketing: Patrick Rosenthal reported that there was nothing new to report.

Social: Sue Dempsey reported that there was nothing new to report.

The date for the next Board meeting will be Monday, February 18, 2019.

In preparation for the Executive Session, the Board Meeting was adjourned at 8:45 p.m.

Respectfully,



Scott E. Kilpatrick, M.D., Secretary