

**One Bratenahl Place Condominium Association**  
**Minutes of the April 15, 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  
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 3/18/19: Jeanette Webster motioned to approve these minutes with approved edits. Corrine Hartman seconded, and it was approved unanimously.

Approval of the Special Board Meeting Minutes from 4/2/19: Ronnie McConnell motioned to approve these minutes, Corrine Hartman seconded, and it was approved unanimously.

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

A. The Window Project List. \$40,000.00 has been allocated for the budget for 2018-2019, and \$27,255.00 already is committed/approved. The Board discussed further approval being based on condition of the windows. Karen Seagren confirmed that when owners request window replacement that the windows are evaluated by our contracted vendor and IBP staff.

B. Parking Garage. The Association plans to utilize a floor scrubber, estimated cost of \$1875 for a few consecutive days, to help clean the garage floor in preparation for power washing, line striping, and painting. Different sections of the garage will be targeted on separate days, and the residents utilizing the specific spaces in these sections may need to temporarily relocate their vehicles to the surface lots.

C. Pipes and Risers. Engineer site observations begin on April 17, 2019, and schematic designs are expected within one month, by early May.

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

E. Kone Elevators & Escalators had previously informed the Association regarding adoption and enforcement of the ANSI 17.1, 2016 code (Maintenance Control Program shall be in place), effective January 1, 2018. The Association received a notice on March 20, 2019, from the Ohio Department of Commerce regarding a violation of this Code. A Kone Maintenance Control Program specific to each piece of equipment was proposed at \$450.00/unit, with 4 units (elevators) totalling \$1800.00, to correct the code violation. Ronnie McConnell motioned to approve the expenditure to address the code violation, Jeanette Webster seconded, and it was approved unanimously.

F. Bratenahl Place Pier Replacement. The Pier at the Northeast corner of Bratenahl Place and Lakeshore Road was recently demolished, presumably by a large motor vehicle. Bama Masonry, Inc., provided a quote for the replacement of the Pier (including clean up) at \$8800.00. Sue Dempsey informed the Board that this particular Pier was not always present in its current location. It is unclear whether 2BP will participate in its replacement and the costs. The Board requested a second quote, and the approval was tabled for further discussion at the next Board meeting.

G. Elevator Review. The Association previously contracted with Shirmer Elevator Consulting, Inc., who agreed to provide a comprehensive and independent review of all 4 elevators, including pending repair costs and replacements. The full report is expected within 1 month.

H. Cylindrical Scrubber. The Floor Scrubber for the garage needs either repair or replacement. Newport Equipment has quoted a deck repair cost, including both labor and parts, at \$5435.95. Karen Seagren mentioned that quotes for full replacement had ranged up to \$20,782.86 for a Tomcat CRZ-ST scrubber. The Board will continue to investigate and shop for a new, refurbished or used model, before agreeing to proceed with the repair.

I. Loading Dock Door. One of our loading dock doors needs replacement. Barcol Door of Cleveland provided a proposal, including both materials and labor, of \$7,895.00. Additional charges included \$395.00 for an upgraded Nema 4 heavy duty photoelectric safety system, and an additional \$365.00 for an upgraded bottom pneumatic safety edge system. Sue Dempsey motioned to approve the entire expenditure, including the updated safety elements, with a concomitant investigation by Management, both supporting and ensuring the price competitiveness of the proposal. Scott Kilpatrick seconded, and it was approved unanimously.

J. Air Handler unit #4. This unit serves the center room of the restaurant and is not functioning properly. The Board previously approved a bid by Trane for the installation of a new unit, scheduled to be done sometime in May.

K. Deep Cleaning of Floor Carpeting. Fiber-Seal provided the Board with a quote for deep cleaning of all of the hallway carpeting, for all 15 floors of both the north and south sides, including vacuuming, low moisture cleaning (extraction of carpet), spot and stain removal as needed, and corrective cleaning in heavy traffic areas, totalling \$5,147.53. Jeanette Webster motioned to approve the expenditure, Patrick Rosenthal seconded, and it was approved unanimously.

L. Garden Court Room Furniture Cleaning. The Board reviewed a 2-year contract with Fiber-Seal, who were agreeing to provide annual cleaning, protective and preventive maintenance, and spot removal (as needed) for the 2 ottomans, 2 seat & back lounge chairs, 8 seat & back chairs, and 8 dining room chairs, within the Garden Court Room. The total cost of the contract was \$1056.00. Jeanette Webster motioned to approve the contract, Ronnie McConnell seconded, and it was approved unanimously.

M. Penthouse and Lobby Furniture and Flooring. The Board reviewed a 2-year contract with Fiber-Seal, providing cleaning and protective treatments for the Penthouse and Lobby furniture and carpeting/rugs. The contract obligates them to provide 8 service visits for the Penthouse carpeting, 4 service visits for the Penthouse furniture, 4 service visits for the Lobby furniture, and 4 service visits for the Lobby area rugs. Total proposed cost of this contractual arrangement is \$8411.04. Sue Dempsey motioned to approve this contract, Jeanette Webster seconded, and it passed by a majority vote (5-2).

N. Garage Ceiling. We have received 2 quotes and are currently awaiting a third.

O. Marble Flooring in the Lobby and Elevator Landings. Karen Seagren will obtain quotes for detailed cleaning of this flooring.

P. Convectector Maintenance. Only 3 Units remain to be evaluated for routine convectector maintenance. There was some concern from Management related to specific owners allowing access to these remaining Units for convectector maintenance. A formal plan continues to be discussed, potentially requiring 2 maintenance services, in the spring and in the fall.

Q. Bratenahl Bistro. Karen Seagren presented the Board with a proposal for updated cherry wood bar stools and chairs. This included 6 swivel tuft bar stools to be seated at the bar, and an additional 14 chairs for the high top tables in the bar area. The total cost was \$2080.00. Corrine Hartman motioned to approve the expenditure, Sue Dempsey seconded, and it was approved unanimously. It was noted that the furniture in the restaurant remains the property of the Association and not the Bistro.

R. Spectrum Installation Update. Karen Seagren reported that 76% of the Unit Owners had signed the waiver. Of these, 67% have actually activated their Wi-Fi. To ensure adequate coverage, additional equipment is pending from Spectrum and will be installed once received.

## II. Miscellaneous.

There are 14 units currently for sale in One Bratenahl Place, 6 utilizing Mac Realty, 2, Chestnut Hill Realty, 2, Howard Hanna, 1, Coakley Real Estate, 1, Ohio Broker Direct, 1, Remax Trinity, and 1 Worsech Real Estate Services.

Financial report: Jeanette Webster reviewed the One Bratenahl Financial Statement provided by First Realty for the period ending March 31, 2018. This information was discussed and accepted. The Board also reviewed the auditor's report from Devin & Associates, Inc. Jeanette Webster motioned to approve this Audited Financial Report, ending 8/31/2018. Scott Kilpatrick seconded, and it passed unanimously. The full report is available in our front office.

The Security Gatehouse was recently damaged by a tractor trailer truck and will not be repairable in its current state. Management and the Board currently are investigating insurance claims through the insurance carrier for the trucking company (Grange) as well as our own (Cincinnati) for the full replacement of the Gatehouse. Prior to simply recreating the current security structure, there is the need (and opportunity) to fully address our security needs in light of modern technology and current best practices, which would likely require a consultant. In 2013, the Board previously received a Security Assessment Report from Thomas J. Lekan; however, this report was based on the current environment (including the Gatehouse), as it existed previously. In the meantime, our security guards will need an appropriate office space to perform their duties. Karen Seagren recommended a construction-type, fully electrical office trailer, the cost of which would be charged to insurance. The trailer could be installed as early as Friday, April 19, 2019. Corrine Hartman motioned to approve the expenditure, Scott Kilpatrick seconded, and it passed unanimously.

The Board reviewed the "edited" version of the One Bratenahl Place Condominium Association 2019 Election Procedure document, discussed in detail previously at the April 2, 2019, Special Board Meeting. After clarifying a few legal and additional issues, Sue Dempsey motioned to approve the policy, providing the Board with a "clean" version for final review and comments. Corrine Hartman seconded, and it passed unanimously. Applications for the Board of Directors may be received by Kaman up until May 10. Following that date, the entire building will be notified of the specific candidates on Monday, May 13. Thursday, May 16, 2019, is the first scheduled "Meet and Greet" for the candidates for the Board of Directors.

The Board reviewed a Policy Implementing Suspension of Voting Privileges and Use of Recreational Facilities and Association Services. The effective start day of enforcement of the policy would be May 15, 2019, and it provided that Unit Owners delinquent for Assessments and Fees over 60 days and exceeding \$1000 would be subject to suspension of voting privileges and use of certain recreational facilities and services, until complete and full payment of these Assessments and Fees had occurred. Corrine Hartman motioned to approve the document, Scott Kilpatrick seconded, and it passed unanimously.

Sue Dempsey made a motion for prohibition of recordings and live streaming at our Annual Meeting. Ronnie McConnell seconded, and it was approved unanimously.

A Unit Owner had requested a dedicated Tesla Charging Station in the parking garage, representing a 100 amp, single-phase, 208v circuit, with sub-meter for power consumption monitoring; total cost for furnishing and installation by Shannon Electric was \$3204. The Board engaged in a broad conversation regarding garage parking electrical charging outlets/stations, providing them for the entire Association, both for the immediate one-time owner needs and long-term plans. Scott Kilpatrick motioned to approve the expenditure, to be paid by the Unit Owner, and have Kaman draft an agreement to the Unit Owner regarding a License Agreement for Electrical Vehicle Charging Station. The installed charging equipment would remain the property of the Association. Ronnie McConnell seconded, and it was approved unanimously.

Corrine Hartman made a motion to provide the Association with 2 "open" regular Board Meetings annually. Scott Kilpatrick seconded, but it did not pass (2-5). The Board had previously agreed in 2017 to provide 2 open informational meetings annually. Sue Dempsey motioned to continue to provide these 2 open informational meetings to the Association, twice per year. Patrick Rosenthal seconded, and it passed unanimously.

#### Committee Reports

**Communications:** Bill Christ asked to resign as the Chair of the Committee. The Board is currently examining other options, including using our Management company, to help provide a periodic newsletter for the Association.

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

**House:** Sue Dempsey provided the Board with a RFP (Request for Proposal) document for comprehensive Planning and Budgeting Interior Design Services. The Association invests in a detailed Reserve Study, every 3-4 years, with the most recent reviewed in August 2017. Although the Reserve Study mentions interior design capital improvements needed for the next 30 years, the concern remains that it may not be at the quality level expected for a luxury condominium. The Scope of the Services included identifying a universal theme for improvements, expected life cycles of the improvements, appropriate bundling of spaces and improvements into a finite number of construction projects, and estimated budget costs. The proposals will be sent to our property manager, Karen Seagren, for further scrutiny by our Management Company and the Committee.

**Landscaping and Grounds:** Karen Seagren and Jeanette Webster noted that the budget for Landscaping and Grounds already had been exceeded due to last fall's plantings, coupled with the known and expected maintenance expenditures for 2019. Based on the Committee's prior meetings, Scott Kilpatrick provided the Board with a priority list for the upcoming projects, with the first priority being to manage the 2 west side beds (in front of the Garden Court and Lobby), reducing them to the originally proposed kidney-shaped appearance (from their current rectangular shape), which would require redirection of the sprinkler system. Second priority would be providing rock outcroppings in these same beds. Currently, 2BP is seeking to examine a more comprehensive approach to its current landscaping maintenance, possibly "contracting out" with a single vendor, not simply the lawn service but also the maintenance and plantings of

the large flower pots, located at the exterior of the building. Karen Seagren agreed to begin discussion with the 2BP property manager, Karen O'Connor.

MR&R: Corrine Hartman reported that the MR&R Committee is scheduled to meet in 7 days.

Marketing: The Board discussed the enhanced security of the First Realty portal and the utility of our shared Bratenahlplace.com website and resident portal. 2BP now is implementing individual resident-specific passwords, rather than the currently used shared single password access used by all Unit Owners, to better provide security for the Bratenahlplace.com resident portal. The total cost for the creation of individual unit owner password access only is \$600, for both 1BP and 2BP. The Board agreed to move forward with this implementation and cost, especially given the low cost of creating it and the better security for the current documents presently in place in the website portal.

Social: Sue Dempsey reported that the committee is in need of volunteers. The Annual Picnic currently is scheduled for June 23, 2019.

The date for the next Board meeting will be Monday, May 20, 2019.

The date for the next Annual Meeting is scheduled for Thursday, May 30, 2019.

The Board Meeting was adjourned at 9:05 p.m.

Respectfully,



Scott E. Kilpatrick, M.D., Secretary