

**One Bratenahl Place Condominium Association  
Minutes of the June 11, 2019 Board Meeting  
Property Manager's Office**

**Members Present:** Ted Westbrook, M.D., President  
Scott Kilpatrick, M.D., Vice President  
Corrine Hartman, Treasurer  
Mark Rodio, Secretary  
Bill Christ, At Large  
Sue Dempsey, At Large  
Ronnie McConnell, At Large

**Members Absent:** None

**Invited Guests:** Blair Cancelliere and Bill Pender, 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 6:03 p.m. by President Ted Westbrook.

**Meeting Discussions:**

1. Motion for Board Resolution to include brief summary of meeting minutes in following Friday email blast sent by First Realty. Scott Kilpatrick moved; Corrine Hartman seconded; unanimously approved.
2. Communications from residents regarding VOCs in exercise room; referred to First Realty for evaluation and timely response. Goal is for initial response within 24 hours and then follow-up as appropriate on all resident inquiries.
3. Presentation by Julie Perkins regarding available board resources and regarding Board duty to act as a Board or delegate to First Realty. Individual resident requests to any individual Board members should be directed to the President and First Realty for evaluation and response. There is sample complaint form on Atlas (anonymous complaint forms will not be deemed valid; should be specific). Requests for legal work (outside free 15 min. calls) must be approved by the Board and should be sent through the President or First Realty to Julie Perkins. Discussions regarding ability of President to call officer-only meetings, provided that no decisions are made outside full Board meeting (or by unanimous written consent).
4. Code of Ethics and Rules of Conduct: A version was adopted in July 2018. Discussion of potential edits; cannot require Board members to be on a committee as an additional qualification, but can encourage it; discussion regarding sample version paragraph 7 difference from the version adopted in 2018. Motion for Board Resolution by Mark Rodio to approve 2018 version; Sue Dempsey seconded; unanimously approved. Julie Perkins discussed potential for amendment to Bylaws for any additional qualification issues.

5. Motion for Board Resolution to approve Board Meetings every other Tuesday at 6pm starting June 11 through December 10, 2019, by Mark Rodio; Corrine Hartman seconded; unanimously approved.
6. Motion for Board Resolution by Mark Rodio to approve President and Treasurer as authorized signers on all Association accounts, to approve First Realty signing checks as the authorized agent of the Treasurer from the Operating Account on approved invoices, which approval shall be by the President or Treasurer; second by Scott Kilpatrick; unanimously approved.
7. Corrine Hartman has established a core of Finance Committee members (Renita Charlin, Gregg Strong, LeAnne Smith & Rich Nicholson); first priority is the 2019-2020 budget since the Budget year is ending 8-31-19; plan to use non-disclosure agreement (NDA) with Committee members; confidential information will be maintained confidential. Corrine Hartman made Motion for Board Resolution to approve these 4 members subject to NDA and additional members to be added later; Scott Kilpatrick seconded; unanimously approved.
8. Discussion regarding loan requirements with Dollar Bank, including accounts to be maintained; will be further reviewed.
9. Property Manager Report:
  - a. General discussion of project updates
  - b. General discussion of analysis of fire exits for west side of garage, key or FOB access, status of painting, and Spectrum items still to be performed.
10. New Business:
  - a. Speed Exterminating entire bldg. treatment; Motion for Board Resolution to approve by Scott Kilpatrick and seconded by Corrine Hartman; unanimously approved; First Realty to confirm treatment is pet safe.
  - b. Discussed quote on 1<sup>st</sup> floor exterior windows 20 panel replacements; First Realty to obtain second quote for Azek material and installation.
  - c. One door on loading dock: door is functional; tabled for now.
  - d. Emergency Roof Repairs: discussed proposals from Roof MDs, LLC for \$9590 and Cleveland Commercial Roofing for \$14,500. Motion for Board resolution to approve emergency repairs of \$9,590 by Roof MDs, LLC (previously used by First Realty at other properties); Sue Dempsey moved; Ronnie McConnell seconded; unanimously approved.
  - e. Second Speed Exterminating Item including weekly treatment for Kitchen: Motion for Board Resolution to approve by Corrine Hartman; Ronnie McConnell seconded; unanimously approved.
  - f. Tile Floors in elevators and elevator lobbies: tabled until next meeting.
  - g. Tennis Courts are done; Motion for Board Resolution to approve payment by Sue Dempsey; Ronnie McConnell seconded; unanimously approved.
11. Regular Meeting adjourned at 7:47pm

Respectfully,  
Mark Rodio, Secretary

*Mark Rodio, Secretary 6.26.19*