

**DRAFT Minutes of Meeting
Beverlywood West Board of Directors
March 15, 2005**

Directors and Officers Present:

Emelie Gerard, Director (EG)
Karen Maggio, Director (RS)
Helen Seid, Vice President (HS)
Maria Fradella Stone, Vice President (MFS)
Robert Mullens, Treasurer (RM)
Sandra Heib, Secretary (SLH)

Directors and Officers Absent:

Pete Tuccillo, President (PT)

Also Present:

Kathleen Norman, Classic Property Management (KN)

The meeting was called to order at 7:10 p.m. by HS.

Open Forum:

Miles and Ayako Yoshioka, Unit 8-A, had a question about windows, requested an extension to their down spout, requested trees to be trimmed outside their Unit, and complained about crows. His question about windows was answered and he was advised that the questions about the down spout and trimming of trees will be investigated. KN will investigate what can be done about crows.

Vishal and Meera Ailawadhi, Unit 13-A, had concerns about the quality of the termite inspection and the long-term effect of treatment. He volunteered to research effects of different kinds of treatment.

The Open Forum was closed.

Upon motion by SLH, seconded by RM, the proposed Agenda was adopted unanimously.

RM noted his initials were missing in the February 15, 2005 Minutes. Upon motion by MFS, seconded by RM, the February 15 Minutes were unanimously approved as amended.

RM noted that total assets, operating and reserve accounts, are \$369,773.81. He questioned KN about the earthquake insurance payment, noting only the down payment was reported, and about common area insurance. KN will determine the status. There are no delinquencies. RM also noted the reserve study needs to be reviewed and priorities established. Upon motion by KM, seconded by MFS, the February Financial Report was unanimously approved.

Upon motion by KM, seconded by SLH, the January Financial Report was unanimously approved.

There was extensive discussion about priorities for repairs and maintenance. The priorities were established as follows (in order of priority):

Expensive Must-Do Maintenance:

1. Roofs
2. Sewers
3. Termites
4. Concrete repair
5. Driveways
6. Rec Bldg. Plumbing
6. Sprinklers
7. Tennis Courts

Less Expensive Must-Do Maintenance:

1. Lighting (Remedial)
2. Pool Furniture
3. Rec Bldg. Heater/Air Conditioning

Items Greater Than \$1,000 - Wish List:

1. Address Change
2. Signage
3. Garage door numbers

Items Greater than \$1,000 - Wish List:

1. Gym Space
2. Lounge (sofas & TV in card room)
3. BBQ for pool area

Old Business:

KN reported that installation of the clean-outs for the lateral sewer pipes will be started soon by Radisic Plumbing.

The Board has received another request from Robert Steinberg, Unit 26-B, for reimbursement for the refrigerator that has been installed in the Card Room. Upon motion by SLH, seconded by EG, and passed unanimously, there will be no reimbursement and Mr. Steinberg will be notified of the decision immediately.

Committee Reports:

CIAO: MFS reported the welcome letter has been finalized.

Technology: No access to e-mail will be installed in the Security office. Installing cable in the Recreation Building will be investigated further as Comcast has determined, possibly erroneously, the building is a commercial unit and will charge a lot of money for installation and service.

Pet: It was determined by the Committee that containers of plastic bags will be installed for the purpose of picking up “dog-doo” at Lot 5 and near the volleyball court. Upon motion by KM, seconded by RM, and passed unanimously, dispensers will be purchased for this purpose at a cost not to exceed \$100.

Landscape: Interviews of the two recommended landscape contractors will be held by Monday, February 21. Upon motion by KM, seconded by MFS, and unanimously approved, the hiring of a new landscape contractor will take place by April 1 and KN is to give a 30-day written termination notice to Nature Care on March 16, along with a reminder to clean out the room they have been using.

Gym: Trash will be cleaned out of the space anticipated for the gym as soon as possible after Nature Care has removed their equipment and belongings.

Maintenance: No report. However, it was determined that a definition of what constitutes an emergency is needed. It was also determined that in an emergency, permission obtained by phone or e-mail from a majority of the Board will get the matter handled immediately without waiting for a Board meeting. Upon motion by RM, seconded by KM, and approved unanimously, Classic Property Management has authority to spend not more than \$1,500 to take care of an emergency after contacting all Board members and upon approval by four Board members.

Architectural: No report.

Address Change: No report.

The meeting adjourned to Executive Session at 10:20 p.m.

A personnel matter was discussed.

A parking problem was discussed, and the matter was tabled pending more information.

The Executive Session adjourned at 10:30 p.m.

The next meeting will be held on April 19, 15, 2005, at 7:00 p.m., in the Party Room.

Respectfully submitted,

Sandra Heib
Secretary