

**DRAFT Minutes of Meeting  
Beverlywood West Board of Directors  
February 15, 2004**

Directors and Officers Present:

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

Directors and Officers Absent:

Also Present:

Kathleen Norman, Classic Property Management (KN)

The meeting was called to order at 7:05 p.m. by PT.

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

**Open Forum:**

Robert Steinberg, Unit 26-B, made comments on the content of Richard Sharpe's resignation letter. He also requested an investigation of missing proxies at the Annual Meeting. PT will form a committee to review the election process. Mr. Steinberg will be a member of the committee.

David Bregman, Unit 19-F, asked questions about mold and roofs. He was advised to contact KN.

Jackie Hughes, Unit 8-C, asked questions regarding the status of the repair to her roof. She was advised that if it had not been done, it definitely would be very shortly.

The Open Forum was closed.

There was discussion of Board liaisons and Committee chairmen for the coming year. It was noted that more Committee chairmen and members are needed, and a flyer should be sent regarding the purposes of the Committees and who to contact to join a Committee.

Upon motion by HS, seconded by MFS, the Minutes of the Organizational Meeting held after the Annual Meeting on February 8, 2005, were unanimously approved.

The format of the Financial Report will be revamped by KN and RM, including a revision to show proper line items. Total assets, operating and reserve accounts, have a total \$352,455.96, a change upward of \$16,291.70. RM asked KN questions about where in the report were certain items.

There are no delinquencies. KN to follow up regarding the filing of income tax returns. Approval of the Financial Report was tabled until March.

Old Business:

Certain drains have not been cleaned. KN will check into the status.

Upon motion by SLH, seconded by KM, and passed unanimously, Midwest is to re-roof Building 4 as soon as possible.

Upon motion by SLH, seconded by KM, as passed unanimously, repairs are to be made to the roofs of Units 8-C and 14-F immediately.

Goals were suggested and the Board will be surveyed for their priority: survey of roofs; reserve study analysis, lateral sewers, termites, lighting, signage, sprinklers, garage door numbers, Tot Lot surface, gym, cable/e-mail in Recreation Building, Recreation Building plumbing, roads, landscaping, tennis courts, pool furniture, BBQs, and front doors. More goals will be added.

Discussion took place regarding potential sewer bids, roof reports, e-mail for security, concrete repairs, and priorities, with a consensus that more information was needed.

Upon motion by SLH, seconded by RM, and unanimously approved, Richard Sharpe's resignation as a Director was accepted.

Upon motion by SLH, seconded by HS, and unanimously approved, MFS was accepted as a Director.

A walk-through of the complex by the Board and KN was scheduled for Monday, February 18, 2005, at 10:00 a.m., if it is not raining.

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

A parking problem was discussed and KN will send a warning letter.

There was a complaint that satellite dishes had not been properly installed. This matter will be investigated during the walk-through.

The Executive Session adjourned at 10:50 p.m.

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

Respectfully submitted,

Sandra Heib  
Secretary