

**Gayle Condominium Assn.
1991 Annual Meeting**

17 December 1991

Attendees: Bob Peterson (#202)
Suzanne Hager (#203)
Clay Whatley (#301)
Matt Perrett (#303)
Inga Boles (#304)

6:40pm Meeting Commenced

Board Member Position Open - Matt Perrett's two year term as treasurer has expired. Peter Van Tol (#101, new owner) volunteered to fill one of the board positions and by default (the other two positions were already filled by Clay and Inga as a continuation of this past year) is the new Treasurer. Thank you, Peter! *and Matt!*

Thus, the 1991 Board members and positions are:

Clay Whatley - President
Inga Boles - Secretary
Peter Van Tol - Treasurer

(Matt Perrett has also volunteered to serve as backup Treasurer and will also explain all position requirements to Peter).

Division of Responsibilities - Clay recommended that all responsibilities (board member and building maintenance) be defined and documented to make transitions and backups easier. Bob volunteered to document what is required for building maintenance and will get an ASCII text file and/or a hardcopy printout to the Secretary. A copy will also be kept with the existing building documents which the Treasurer currently maintains. They will also be available upon request to any owner.

Clay will write a first pass draft of all board member responsibilities. Past members will be asked to review this document. This will also be a "living document."

Along similar lines... Inga has volunteered to be responsible for changing the rear outside stairwell lights (Matt will continue to maintain the other lights). Clay has volunteered to be responsible for the upkeep of the security/front door system. Bob has volunteered to continue to be responsible for the periodical fire alarm checks.

Letter from Eliane Guillot (owner, #302) - The letter was received by Clay and read to the meeting attendees (also

attached to these minutes). Eliane made several very good suggestions which are summarized as follows:

1. Make the meeting minutes more explicit and use both first and last names. Also include the phone numbers of board members. All agreed. (a side note from the Secretary to Eliane... I hope that these minutes are in a manner per your request. If not, I (Inga Boles) am open to any suggestions.)

2. Install a bike rack in the boiler room (see attached letter for detail). All agreed. Inga and Clay volunteered to have plans in place by 1/31/92 and implemented by 2/28/92. Suzanne and Matt volunteered to help clean up the room in preparation for implementing the plans.

Several suggestions from the attendees -

by Matt Perrett: Matt will contact the accountant about possibly including the check register with each monthly statement.

by Suzanne Hager: All three board members should be signed up on the checking account (useful if a backup is needed). All agreed and this will be implemented by 1/31/92.

by Clay Whatley: Investigate the feasibility of blocking off the rear stairwell from outside access (perhaps via wirelink or something similar) for security.

by Matt Perrett: Matt will investigate the feasibility of getting new interior light fixtures to facilitate changing the bulbs and improve the lighting effect.

by Inga Boles: Inga will investigate repairing the building's two exterior front lights. They have probably been damaged by water, etc. due to the former glass fixtures being vandalized. Inga will contact electricians for bids and will also check on non-breakable (iron or steel?) fixtures.

by Bob Peterson: The downspout at the rear of the building needs to be replaced. Bob will investigate/get bids (?) Also, Inga volunteered to have vent deflectors built and installed to prevent flooding (last Christmas Eve, during a quick thaw after heavy snow and freezing temperatures, the downspout couldn't handle the large rush of water. #304 (and a little in #204)'s kitchen area flooded because the air out-take vents became water relief passages of sorts).

by Bob Peterson: Bob will investigate motion detector lights for the rear of the building and the alley side.

This will improve our visibility when passing and provide additional security. (Secretary's note: the items mentioned in these minutes regarding security are not necessarily due to and security problems which we have experienced recently, however, why wait until something does happen?)

House Rules (2)

by Matt Perrett: Matt suggested that ~~they~~ be established. All agreed. Inga suggested that once established, they be posted by the mailboxes.

Along a similar subject...Matt reviewed the garbage situation and read the letter from Matt Roller regarding his tenant's business garbage. Clay suggested that standard procedures/processes be established and distributed (included in house rules?) to facilitate future handling of problems. All agreed. Suzanne also suggested that the board keep a log of written/verbal conversations pertaining to the conduct and upkeep of the building and its residents.

A side note: The Condominium's By-Laws often refer to "House Rules" however we found no evidence of their existence.

Condo Dues/Late Fees - No one has objected to the implementation and people are paying the penalties as appropriate.

The notion of automatic electronic transfers was discussed to simplify payments and help avoid late fees. All agreed to the value and also agreed that this should be individual owner choice of setting up.

1992 Budget - Bob suggested that we develop a written ^{budget} budget by 1/31/92. All agreed.

Insurance Policy - Inga requested a copy of the building's new insurance policy to verify what it does/does not cover as it pertains to individual units.

Keys - All board members will have access to the backup keys. Inga Boles (#304) is the new "keeper of the keys".

1991 Projects Accomplished - The trees at the rear of the building were trimmed back significantly. The costs were shared with the apartment building behind our building.

The rear stairwell landing (between the 2nd and 3rd floors) was levelled to prevent water retention and decay.

The number of recycling bins has been reduced from three to one and the remaining one was moved out of the alley to near the back door. This has significantly minimized the excess

and large (mattresses, furniture, etc.) trash which had been accumulating alongside our building.

9:10pm - Meeting Adjourned!

SUGGESTION ON NEAR TERM PROJECT FOR 1992 CAPITAL BUDGET

Description:

Clear the clutter in large room leading to the boiler room; install both a bike rack and a lock onto reinforced door in order to store the many bikes currently kept either inside the common areas: carpeted hallways and top floors of the open backstairwell.

If warranted for extra security, tape small windows to reduce visibility from back alley.

Rationale:

The current informal arrangement of storing bikes along the indoor stair railings or along the outdoor fire stairwell is not viable as a permanent solution. Reasons include the following:

- 1) We do not comply with the fire code, since the bikes are obstructing the passageway;
- 2) The bikes are unsightly for new visitors to the building, especially potential condo buyers or renters;
- 3) This practice somewhat defeats the maintenance and capital improvement goals of keeping the common areas tidy, mostly the indoor carpeting and the painted woodrailings;
- 4) This practice tends to set a precedent for using the common areas as an extension of individual storage spaces.

Other less desirable options:

- a) Repair door and lock to the old bike room; this room appears to have become too small a space to meet current demand
- b) Temporarily convert one or two unused storage spaces for interim bike storage; this can only be done if some units have empty storage spaces
- c) Ban the storage and hauling of bikes along the inside stairwell; this would tend to worsen the problem on the back stairs and would not give a reasonable option to bike owners, residing in the building

(from Eliane)

