

The Chesterfield Cooperative  
Board of Directors Meeting  
September 15, 2008

**Attendees:**

- President Genie Grohman
- Treasurer Chris Plante
- Secretary Bill Bramble
- Finance Committee Chair Vin Byrne

**Approval of Minutes**

The secretary reported that the board had previously approved the August 4, 2008, minutes by email.

**End-of-the-Day Inspection of the Rear Entrances**

Ms. Grohman reported that Vance had been inspecting the rear entrances at the end of each workday to ensure that they were locked, as promised during the annual meeting.

**Membership Straw Polls on Smoking and Sublease Issues**

Mr. Bramble proposed that the board accept the offer of a shareholder to help with drafting these items, promised at the annual meeting.

Action: The board agreed. Mr. Bramble agreed to oversee the task, working with board members as needed.

**Interior Redecoration Project**

The Board noted that the last update to shareholders and residents about the progress of the renovation work was about two weeks old.

Action: Mr. Bramble agreed to distribute some information to shareholders about the status of the redecoration project.

The Board acknowledged its September 1, 2008, designation, by email, of Vin Byrne as the Board's new liaison with Sroka Design and ACT, and Vin's agreement to negotiate billing and monitor the completion of the remaining work. Mr. Byrne reported that he recently met with representatives of Sroka and ACT and expressed the cooperative's displeasure at the slow pace of the work and with charges submitted for some work associated with the modification of the fire alarm system and the re-routing of wire runs over doorways and through custom build-arounds in certain hallway areas.

Mr. Byrne noted that the contracts signed with Sroka and ACT did not contain any deadlines. He reported that he had told ACT the cooperative would not pay some outstanding invoices until substantial progress was first made toward completing the project, specifically the completion of the lobby area. He reported that ACT had agreed to complete the lobby quickly, that work in that area had recently accelerated.

Action: The Board agreed to delay payment of ACT invoices until lobby completion.

Mr. Byrne reported that Sroka had offered to reduce its fees for overseeing the contracting work by \$5,000 if the Board would pay its outstanding invoices.

Action: The Board agreed to accept Sroka's offer of a \$5,000 reduction in current charges and to pay current invoices.

The board noted that a number of residents (including board members) were displeased with the quality of the materials used in the elevator redecoration. Ms. Grohman reported that although the design committee had approved the colors and design, they had not been able to see the materials in advance.

Action: The Board decided to halt work on the elevator redecoration until Mr. Byrne and Mr. Plante can meet with Sroka design and learn about options for upgrading the existing materials.

Mr. Byrne noted that there were some possible problems ahead with the replacement of door hardware because walls had been installed inside some of the doors inside the units, and this might interfere with the changing of some door hardware.

Action: The Board agreed to pursue this matter with Sroka Design and ACT.

Mr. Bramble noted that some residents had complained of damage to the walls on the interior of their units as a result of wire re-routing and stated that the cooperative should take responsibility for repairing such damage to unit interiors.

Action: Ms. Grohman agreed to circulate a memo asking shareholders for redecoration-related punch-list items that should be rectified both inside and outside their units.

Ms. Grohman reported that the door hardware pieces were still being manufactured. She stated that the installation of new door hardware had raised some questions regarding who should receive new keys and whether doors that opened onto interior walls should receive new hardware.

Action: Ms. Grohman agreed to develop and circulate a memo to shareholders on this topic in 2 or 3 weeks.

Ms. Grohman reminded the board that the new door hardware and hallway mirrors and art were not included in the original contract for the redecoration, and that these separate charges would be adding some additional cost to the project. Mr. Byrne stated that with the addition of these charges, and the unexpected charges related to the wiring and fire alarm systems, the project was in line with the \$400,000 figure in the updated capital improvement plan and long-term financial projections provided at the May 5, 2008, annual shareholders' meeting.

There being no further business, the meeting was adjourned.