

The Chesterfield Cooperative
Board of Directors
Meeting
November 22, 2008

Attendees:

- President Genie Grohman
- Secretary Bill Bramble
- Finance Committee Chair Vin Byrne
- Consulting Engineer George Gerber

NOTE: Board member Chris Plante was briefed on the board's discussions and actions shortly after the meeting; he concurred with all actions taken.

Approval of Minutes

The secretary reported that the board had previously approved the September 15, 2008, minutes by email.

Position on Giant Application for a Planned Unit Development (PUD)

Prior to the meeting, the board members discussed (by e-mail and in person) the application by the Giant store for a zoning variance and approval of its PUD.

Action: The board approved the PUD and agreed to send a letter to that effect to the ANC for its meeting on 12/19/08 and to the Zoning Commission for the hearing on 2/19/09.

Boiler Malfunction

In light of the failure of the boiler the previous evening and through the night, the board took up the issue of restoring heat to the building. Mr. Byrne reported that Complete Building Services (CBS), the company under contract for the building's HVAC system maintenance, had called in Tate Engineering, the company contracted to perform the engineering study for boiler replacement, for an assessment of repair options. The two companies determined that the boiler's burner had failed. They had attempted to fix the component most of the night on the evening of November 21, without success. Mr. Byrne reported that Tate had found an available burner unit that could be delivered to the building on short notice. The cost would be about \$15,000 with installation. Mr. Gerber explained that this outlay would not be duplicative when the building buys a new boiler (scheduled for this fiscal year): we can buy a boiler without the burner; they are separable.

Action: The board approved \$15,000 for the purchase and installation of the new burner and requested that it be delivered to the building. The board further authorized that work begin immediately on installation of the new component if the boiler could not be fixed.

Interior Redecoration Project: Lobby Stairs

The board discussed Mr. Plante's discovery that the new stairs in the lobby were not of even height, with the top stair being 2 inches taller than the bottom stair. This difference might present a trip hazard and might not be in compliance with DC code.

Action: The board will ask Sroka Design to provide information as to whether the stair heights are consistent with DC code and, if not, to propose a resolution.

Interior Redecoration Project: Hardware Installation

The board discussed several issues in the installation of new door hardware. The number plates (with peepholes) and door handles are being installed without difficulty, but there are difficulties with the new deadbolts because they are a completely different kind than the existing deadbolts, requiring different tools and approaches than the construction company (ACT) had anticipated. In addition, some residents have raised questions about the quality of the work and the skills of the workers. Mr. Byrne noted that ACT expects to have the appropriate tools and approach on Monday.

Action: The board will hire a locksmith company to examine the integrity of a completed lock and deadbolt and evaluate the integrity of the installation process early next week. Mr. Byrne agreed to coordinate the locksmith company and the construction company on behalf of the board.

Action: The board will report to the shareholders on the results of the locksmith company examination.

The board discussed some residents' complaints that new peepholes are too high for them to look through. This may have occurred because of doorbell components and other features that were installed on some doors.

Action: The board agreed to explore a solution for this problem as a post-installation task, without interrupting the continuing installation of door hardware.

Interior Redecoration Project: Security of New Keys

The board discussed three residents' complaints about the security of keys for the new door locks. Ms. Grohman and Mr. Byrne detailed the chain of custody of the locks and keys from shipment by the manufacturer to installation.

(Four keys were provided for each lock. They were tagged by ACT and Mr. Byrne and then delivered to the building. Two keys for each lock were given to Mr. Garnett for distribution to owners (or residents, as specified by owners). The other two keys and corresponding locks and were placed in a locked area in the Chesterfield. They were removed from the locked area one floor at a time, while the workers were performing the installations, with Mr. Garnett supervising all installation work. After each lock was installed, the keys were provided to Mr. Garnett for storage in a locked cabinet. Mr.

Garnett accompanied the workers whenever they were on site and working with the keys. In this way, a chain of custody had been maintained for the keys.)

Action: The board expressed confidence in the integrity of the system and authorized continuation of the installation work. The board noted, however, that any resident is free to change the locks to his or her unit, subject only to the requirement that the building management be provided with a copy.

The board discussed Mr. Garnett's request for time off work from November 26-28, as this would affect two days of work on the door hardware.

Action: The board decided to suspend ACT's work on the hardware installation for November 26-28.

Ongoing Building Work

Mr. Byrne reported to the board that Tate and CBS had, in recent weeks, apparently proposed major work on the boilers; this information had not been communicated to the board. In addition, some other problems in the boiler area had been noted, though also not reported to the board.

Action: The board decided that the process for dealing with oversight of the building needs attention: it will seek to set up a board meeting with Roger Tilton as soon as possible, specifically to discuss: (1) strategies for improving communication between Tilton Bernstein and the board regarding maintenance proposals, (2) strategies for improving proactive monitoring of the health of building systems, and (3) strategies for enhancing on-site coordination of improvement projects.

Interior Redecoration Project: Elevator Redesign

The Board discussed the revised changes to the interior elevator work that have been proposed by Sroka Design, projected to cost \$9,000. The design changes have been worked out with the decorating committee, which requested board approval.

Action: The board approved the revised elevator redecoration proposal.

The meeting was adjourned.