

**The Chesterfield Cooperative
Board of Directors
Meeting
December 8, 2008**

Attendees

- Genie Grohman, president
- Bill Bramble, secretary
- Chris Plante, treasurer
- Vin Byrne, finance committee chair
- Roger Tilton, building manager, Tilton Bernstein Management

Tilton-Bernstein and Chesterfield Communication

Grohman explained that the board would like more communication about both business matters and the physical plant. On the former, she requested that Roger put in the monthly management report information on virtually all matters that have been discussed, even when the information is that matter has been resolved. This information will ensure that there is a record of what has happened.

On the physical plant, the board, Vin, and Roger agreed on a walk-through of the building on an annual or semi-annual basis, to ensure that there is proactive attention whatever is needed. Immediately, Roger will walk through the boiler room with CBS to look at various things that may need attention.

Engineering Study

After more discussion of the state of the building's physical plant, the board decided to undertake a comprehensive assessment of all the building's system, including ventilation, heating, and cooling. Byrne will work with the board's consulting engineer, George Gerber, to develop an RFP for this work.

On-site Oversight of CIP and Other Projects

There was a discussion of the need for on-site oversight of major work in the building, which has become very clear during the renovation project. Although Vance provides administrative management, he cannot serve as a decision maker.

Emergency and Nonemergency Repair and Billing Procedures

There is a need to reinforce the operating procedures for handling emergency and nonemergency repair and billing procedures. In particular, neither the management company nor the resident manager cannot direct any work in any unit without the owner's authorization, except for true emergencies, which almost always involve plumbing problems (leaks). There have been several

instances lately in which nonemergency work in a unit has been without first obtaining the owner's consent.

In addition, there is a need for vendors to bill units directly for non-building work, rather than billing the building, which in turn bills the owner. Tilton said he has talked with the companies that do most of the work in the building and will reinforce this "rule." It was also decided that Grohman and Tilton will meet directly with Vance to go over the procedures.

Electrical System

Tilton said that it is time for the building to have the periodic check of the incoming electrical service. He was reminded that there is a person in the building who may currently is using an electrically powered ventilator. Tilton will determine how to handle this person's needs when the system check is set up.

Digital TV Conversion

It is still not clear how the changed system will affect those residents who do not have cable, who rely on the building's antenna, which is still working fine. Plante will continue to monitor the situation.

Uneven Lobby Steps

Plante and Byrne agreed to meet with Sroka to review options for fixing the problem.

Giant Project

Grohman reviewed the dates of the upcoming actions: the ANC meets on December 15, and the Zoning Commission meets on February 19. She has sent a letter of support to the ANC, following the board's endorsement of the project, and she will do the same for the Zoning Commission meeting.

House Rules

Grohman reported that she is working on the revised draft of the rules, following Elana's Mintz's compilation and editing of all the relevant materials. Tilton asked to see them for his comments.

Board Meetings

The members agreed that they need to meet more regularly, though noting the difficulty of scheduling meetings because of members' schedules.

UNIT CONCERNS

Unit Noncompliance on Keys

The board discussed the situation with a unit for which the owner has changed the keys and not provided a key to Vance, as required by the House Rules. Grohman will pursue with the building's legal counsel.

Nonpayment of Unit Assessments

The board discussed the situation with a unit owner who has failed to pay assessments for many months. The cooperative's legal counsel is taking action to terminate the owner's shares.