

**BOARD OF DIRECTORS MEETING  
2500 LAKEVIEW ASSOCIATION  
Chicago, Illinois**

**MINUTES  
1/21/04**

Of a Board of Directors Meeting held on Wednesday, January 21, 2004, at 7:00 p.m. in the Hospitality Room. Present were Board Members: Cheryl Tama Oblander, President; Gregory Angelopoulos, Secretary; Sanford Klein, Director; Randall Hall, Vice President; James Gatz, Treasurer; and Erik Gould, Director. Representing Management was Christopher J. Barich, CPM, Property Supervisor, and Eileen Tardy of Wolin-Levin, Inc. Building Manager.

**CALL TO ORDER**

There being a quorum of Board Members present, the meeting was called to order by Board President Cheryl Tama Oblander at 7:05 p.m.

**Window Repairs**

Jesse Horvath, of Horvath Reich, CDC, Inc. and Kevin Michaels of CTL were present to discuss window leak repairs to units reporting severe leakage. They will submit a bid to make repairs to the eight units. They will also provide a rough estimate for total building window replacement for informational and long term planning purposes only.

**Open Forum/Owners Comments**

Owners commented on carpet cleaning, evacuation procedures, repair charges, laundry room lights, and water shut downs.

Upon a motion duly made by James Gatz, seconded by Erik Gould, and carried by unanimous vote, it was,

**Resolved:** To not charge for minor mailbox repairs such as tightening screws, but to charge for mailbox lock changes; and, to refund Mr. Weisner the \$15 charged him for having a screw on his lock adjusted.

The Board agreed that mats should be put in the elevators when it snows to protect the floor.

Owners present were informed that the Safety Committee is working on securing a consultant to evaluate building safety needs and prepare an evacuation plan.

A small light will be left on in the laundry room 24 hours.

**Minutes**

Upon a motion duly made by Sanford Klein, seconded by Erik Gould and carried by a vote of 5 Yes, and 1 abstain (James Gatz was not present at that meeting), it was,

**Resolved:** To approve the minutes of the December 2, 2003 meeting as written.

**Treasurer's Report**

Mr. Gatz, Treasurer, reported on building income and expenses. A full copy of his report is attached to the minutes. Management was asked to explain the garage and exterior façade expenses.

**Management Report**

A management report was distributed to the Board prior to the meeting.

**Hallway Doorknobs**

Selection of a doorknob for the hallway doors will be made by the security consultant once hired.

### **2<sup>nd</sup> Floor Project**

Phoenix Builders forwarded a new schedule promising to complete the 2<sup>nd</sup> floor project by the end of next week with the exception of doors which they say will be installed by February 16, 2004.

The 13<sup>th</sup> floor carpet will be replaced this week; Olsen & Vranas will be asked what adjustments are planned for the carpet on the 16<sup>th</sup> and 18<sup>th</sup> floors which were reported as being poorly installed.

The building office will be redecorated this week.

### **Fitness Equipment**

Upon a motion duly made by James Gatz, seconded by Erik Gould, and carried by unanimous vote, it was,

**Resolved:** To accept the bid of Grizzly Peak, Inc. to provide new fitness equipment as outlined in their proposal at a cost not to exceed \$16,500; the committee will negotiate a service agreement as part of the contract.

### **Water Cooler**

A decision on the purchase of a water cooler for the Exercise Room was deferred until the next meeting.

### **Entry Door Fobs**

Management will proceed in contracting with Net-X in reprogramming all entry fobs at a cost not to exceed \$850.

### **Garage/Kitchen Buzzer**

A decision on installing a buzzer on all garage floors and in the staff kitchen was deferred until the next meeting.

### **Vending Machine**

A decision on installing a vending machine on the second floor was deferred until the next meeting.

### **Receiving Room**

A proposal to install a grate between the xerox machine and the package area in the Receiving Room was declined. The Board agreed that an automatic door closer and medco key should be installed and would curtail the problems with the door being left open and creating a more secure area for the storage of packages.

### **Digital Camera**

Upon a motion duly made by Cheryl Tama-Oblander, seconded by Erik Gould, and carried by unanimous vote, it was,

**Resolved:** To purchase a digital camera for the building at a cost not to exceed \$500; Cheryl Tama-Oblander will select the camera.

### **Roof Vents**

It was decided not to install wind deflectors on the roof vents.

### **Valve Replacement**

Additional bids will be sought to replace the pressure valves before a decision on their necessity is made.

### **Lobby Plants/Landscaping**

After reviewing bids from florists and landscapers, it was decided that the current providers would continue to perform these functions.

Cheryl Tama-Oblander will look at a catalog provided by Plant Parenting to see if a different type of tree for the lobby would better suit the building needs.

### **Carrier Contract Renewal**

The Board agreed that the building should continue with Carrier to provide HVAC repairs at their quarterly rate of \$1,920.

### **Snow Blower**

Funding to purchase a snow blower for the building will be included in next year's budget.

### **Safety Consultant**

Upon a motion duly made by Greg Angelopoulos, seconded by Randal Hall, and carried by unanimous vote, it was:

**Resolved:** To engage the firm of Schirmer Engineering to provide the consultation services listed in the "Request For Fire and Life Safety Consulting Services" dated January 8, 2004, at a fee not to exceed \$12,000 and to authorize Cheryl Tama-Oblander, James Gatz, and Greg Angelopoulos to further negotiate the terms of the contract with Schirmer in the best interests of the building.

### **Construction Approval 1601/02**

Upon a motion duly made by Randal Hall, seconded by Sanford Klein, and carried by a vote of 5 Yes, and 1 Abstain (Erik Gould), it was,

**Resolved:** To approve the construction work for unit 1601/02 as outlined in the plans submitted subject to clarification of the humidifier system.

### **Holiday Lights**

Management will arrange to have the holiday lights removed by the end of February.

### **Meeting Refreshments**

Upon a motion dully made by Randal Hall, seconded by James Gatz, and carried by unanimous vote, it was:

**Resolved:** To allow an amount up to \$75 to purchase food/refreshments for board meetings.

### **Next Meeting Date**

The next meeting will be held on Wednesday, February 18, 2004; meetings thereafter will be held on the 3<sup>rd</sup> Wednesday and alternately on the 4<sup>th</sup> Thursday of each month.

### **Adjournment**

There being no further business, the meeting was adjourned at the call of the Chair at 10:15 p.m. An Executive Session followed immediately.

## **TREASURER'S REPORT FOR YEAR ENDING DECEMBER 31, 2003**

As of December 31, 2002, 2500 Lakeview Association had \$18,170.21 in the operating account, \$294,569.27 in a money market

account and \$141,000 in a certificate of deposit. Thus, the Association had total funds of \$453,739.48. The statement issued by Wolin-Levin, Inc. for the year ending December 31, 2003, does not provide similar information.

The following comments were noted concerning the Financial Report for the year ending December 31, 2003:

Total Income —Negative variance of\$ 1703, or .14%. This negative variance is incorrect since year-to-date (YTD) income was greater than the YTD budget. Thus, this should be reported as a positive variance due mainly to the receipt of a \$9525 Scavenger Rebate.

Total Administrative --Positive variance of\$ 15,069, or 12.4%, mainly due to expenditures for Legal and On-site Manager being lower than budgeted.

Total Building Services –Positive variance of\$ 125,528, or 14.2%, mainly due to significant positive variances in Loan Payment and Electricity. The positive variance in Loan Payment may be due to timing of payments and should be investigated by Management.

Total Repairs and Maintenance –Negative variance of\$ 16,108, or 23.2%, due to negative variances in several categories including Plumbing, Miscellaneous Repairs, Supplies, Engineering Services, Doors and Pool Deck. Management should control expenditures for miscellaneous repairs and supplies so that these two categories are within budget for 2004.

Total Operating Expenses –Positive variance of \$124,490, or 11.6%, due to the positive variances previously discussed. Thus, Total Income of\$ 1,206,476.44 exceeded Total Operating Expenses of \$949,128.18 by \$257,348. This amount was available to offset Capital Expenditures with the remainder, if any, available for transfer to Reserves.

Total Capital Expenditures –Excluding transfers to and from the Reserve Account, the Total Capital Expenditures of \$268,054.96 were below the budgeted amount of \$525,097 by \$257,042.04. This is due to Painting, Exit Lights, Carpeting, Window Maintenance and Second Floor Renovation being significantly below budget. These expenditures will increase as the projects are completed and the Contractors are paid in 2004. Note that the YTD Capital Expenditures of \$268,054.96 are above the \$257,348 difference between Total Income and Total Operating Expenses by \$10,706.96. Thus, \$10,706.96 must be transferred from the Reserve Fund. The Capital Expenditures identified in the Financial Report are consistent with those budgeted except for expenditures associated with the Garage and Façade Ordinance. Management should provide an explanation of the non-budgeted expenses.

Total Reserve Fund Contributions –The actual contribution to the Reserve Fund will be determined as part of the audit. I- however, as discussed, the Financial Report suggests that the Reserve Fund will be reduced by \$10,706.96 as a result of the year's actual expenditures. This may be significantly below the amount expected to be expended from the Reserve Fund for 2003. Several capital expenses expected to be incurred in 2003 will be incurred in 2004 and will affect the amount contributed to the Reserve Fund in 2004.

Management advised that the Association's Certified Public Accountant has begun the 2003 audit.

Submitted by James G. Gatz, Treasurer, 2500 Lakeview Association