

East Side Manor LDHALP

239 Roberts St. Sandusky, MI 48471

Phone: 810-648-4230 Fax: 810-648-1815

Email: teresa.kohn@kmgprestige.com

Meeting Minutes for February 4, 2020

The meeting of the East Side Manor Corporation was held at the residence of Keith Costine, 355 Pinetree Lane Sandusky, MI 48471.

Opening meeting at 9:00 am

- Roll Call - Directors present were Keith Costine, Sandy Barr, Deborah Seaman, Iva Gallagher, and Teresa Kohn. Ron Paape – Maintenance Technician was not present due to illness.

Each Director received a packet containing meeting information for review.

- Agenda for February 4, 2020 meeting was acknowledged and reviewed as presented. No changes or additions noted. Seaman moved to accept the agenda as presented, Seconded by Gallagher. All directors in favor, motioned carried.
- Minutes were reviewed from November 5, 2019 meeting. No changes or additions noted. Costine questioned if repairs to plumbing in 6th floor trash room were completed. Kohn reported that the repairs were completed. Costine also questioned if replacement to sprinklers and repairs to apartment 303 were completed. Kohn reported the both jobs were complete and information to come in packets under the manager report. Gallagher moved to accept the minutes as presented, Seconded by Barr. All directors in favor, motioned carried.
- Comments by Directors. Keith Costine – no comments at this time. Sandy Barr – no comments at this time. Deborah Seaman – no comments at this time. Iva Gallagher – no comments at this time.
- Ron Paape – Maintenance Report – absent from meeting due to illness
- Teresa Kohn – Manager Report - All apartments are currently leased – One resident will be moving out February 20th. Wait list is at 44 applicants – 29 Elderly, and 15 Non-Elderly/Disabled. Drywall and Cabinet repair in 303 is completed. Costs to repair is explained on page 5-6. Air conditioner covers – Unable to find information on manufacturer. Will continue to research. Recently purchased may items for the building to spend end of the year surplus cash. List of items on page 7. Spent - \$14073.65. Remaining surplus cash deposited into Reserve account in

the amount of \$29,000.00. Residents are continuing to use the bus and taxi. Hopeful that more residents will utilize this service during the winter months. A current resident was asked by Sanilac Transportation to be on their board that will discuss better ways to better serve their customers. Costine stated that he has been stopped at Walmart and told that they enjoy the scheduled bus rides. Recent residents events include Christmas festivities, including visits from homeschool kid group and Santa, Christmas Dinner (Thank you Ron for the smoked beef brisket), Christmas Eve gift exchange, New Year's pizza party, Sunday night popcorn, movie nights, coffee and donuts, Pot lucks, and bingos. Looking forward to Easter meal, and getting back outside in the spring. Kohn will try to contact "The Pines" in Peck and invite them for lunch, and to play cards at the Senior meal site, and Sunday meals. All residents in the building are signed up for HDC Food Commodity Distribution Program. We started delivering 9 boxes to the mission shelter. Altogether with East Side, Sunrise, and the shelter we total over 250 boxes of food.

- Old Business/Updates

Financial Report - Keith reviewed financial report. No major issues noted. Well within budgeted amounts. If there are any questions at any time, please call Keith.

Sign – Installation of the sign is totally complete. Total cost review on pages 16-19 of the board packet

Security Cameras – Running great – have had to review for small miscellaneous issues. Would like to have Pro-Tech back to install 3-4 more cameras. Will get bid to be complete this summer.

Sprinklers – All replacement heads installed. Invoice of completed job and labor included on page 20-21. D&H Fire Suppression completed the work.

Pavilion Project – Update by Costine. He will inform the board when dedication ceremony is scheduled. Also spoke of a possible rock with an inscription to be placed at the site.

Cable increase as of 01/01/2020 of \$2.00 per resident was approved and has been implemented. We did not lose any cable customers with the rate increase.

- New Business

2020 Proposed Building Projects. Directors reviewed list of ideas, and reviewed initial quotes and pricing. Kohn will get quotes for the following projects.

- Air conditioning for Hallways
 - Flooring in hallways, trash rooms, and storage rooms. Quote page 22
 - Painting all common areas, and hallways
 - Sealcoating parking lot
 - Laundry Room Upgrade – Folding table/new sink – Ideas page 23-26
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- Motion to adjourn the meeting moved by Seaman, and seconded by Barr. All directors in favor, motioned carried.

Next meeting scheduled for May 5th at 9:00am at the same location. Meeting closed at 9:55 am.