

**LCA Board Meeting 08-02-2007**  
**Meeting Minutes**

LOCATION: "Nyumbani" (1014 S 47th Street)  
6:45 pm Walk-thru inspection  
7:00 pm Convened

**PRESENT:**

Malanie (4722),  
Misia (Tree House)  
Rob (Ailanthus),  
Naima (Nyumbani)  
Rick (Percolator)  
Julie (Vortex)  
Russel (Shofam) arrived mid-meeting

MINUTES PREPARED AND SUBMITTED BY: Robert Monk, LCA Secretary and Ailanthus Board Rep.

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**AGENDA & TABLE OF CONTENTS**

I - Regular Agenda Items:

- A) ACTION: Walk-thru inspection                      SEVERAL ITEMS NEED CORRECTION
- B) SCHEDULING: Next Meeting                      September 13th @ Shofam (5023 Cedar)
- C) REPORT: Community Check-ins
- D) REPORT: Finance Report (Appendix A - "Financial Report")
- E) REPORT: Maintenance

II - Business Forwarded from July Meeting:

- A) PROPOSAL: Approve Appendix B - "Administrative Code"                      APPROVED
- B) DISCUSSION: Financing/sale - next steps

III - New Business:

- A) ACTION: Schedule semi-annual meeting of community finance managers for September
- B) ACTION: Collect signed LCA Expectations and member agreements for archiving at Vortex.
- C) ACTION: Progressive Dinner - delegate committee and schedule for                      September 23

IV - Announcements:

- A) Communities: remember to include presumed \$50 inflationary cost-share increase in new annual budgets.
- B) SEPTEMBER AGENDA:
  - PROPOSAL: Recommend to the Membership that the LCA join NASCO (Teresa)
- C) Julie noted this summer has seen high rates of break-in burglaries. 2 Rear break-ins have been common.

## MINUTES

### I - Regular Agenda Items:

#### A) ACTION: Walk-thru inspection

The walk-thru inspection identified several safety/insurance items needing correction:

1. Basement smoke detector could not be located.
2. Basement extinguisher certification expired April 2007.
3. Basement stair pull-chain light fixture not operating - insufficient stairway lighting.
4. 1st Floor extinguisher certification expired April 2007.
5. 2nd Floor extinguisher certification expired April 2007. Location accessible (think: guests)?
6. 3rd Floor extinguisher certification expired April 2007, location inaccessible.
7. Attic extinguisher was not located.

**ACTION ITEM: Nyumbani correct inspection issues.**

Miscellaneous maintenance items were also noted during the walk-thru, including

1. Rear shed to get window and doors work.
2. Front porch decking has erosion concentrated at the SE corner.
3. 2 Rear roof above bay window -- still minor leaking.
4. 3 Bath waste vent at ceiling -- cracked pipe causes minor leaking.

#### B) SCHEDULING: Next Meeting

The Board agreed on **September 13th at 6:45 pm, at Shofam (5023 Cedar)** as the date of the next monthly meeting of the Board.

#### C) REPORT: Community Check-ins

1. Shofam
  - a. Russel reported that Theresa (sp?) had a cyst removed and bone taken out of spine.
  - b. 2 residents are off to New Orleans again.
  - c. Theresa struggling with teenage son.
  - d. Currently 3 long-term residents.
  - e. Working on gutters.
  - f. Hard-wiring smoke detectors.
2. 4722
  - a. Melanie reported there has been no meeting since the last LCA Board meeting, and no news.
3. Ailanthus House
  - a. Robert reported A. has found new housemate Nico Amador.
  - b. Still preparing community vision document.
  - c. About to contract 3rd phase of roofing projects.
4. Percolator
  - a. Rick reported housemate Tara and her baby have left the community. Francesca and her daughter Esma have taken two rooms. Other residents are: Red, Ian (plus sometimes children), Ada, Guede and Rick.
  - b. Working on 3Q maintenance spending -- folks have been away. There's plenty to do.
5. Nyumbani
  - a. Naima reported her son-in-law, Salim, got his visa and is with them now.
6. Tree House
  - a. Misia reported Galen is moving out -- TH is looking for someone for September.
  - b. Maintenance: kitchen sink is clogged again; flea problems.
  - c. The rent-recovery fundraising party raised \$80.

#### D) REPORT: Finance Report (see Appendix A - "Finance Report")

1. Updates:
  - a. Pentridge Children's Garden has paid \$300 toward tax bill. Communication seems improved.
  - b. Rick says Q2 (?) report has been resent and Steve confirmed receipt.
  - c. The Board recalled declaring Bob Massey's debt 'bad'.

**ACTION ITEM: Secretary to confirm and direct Bookkeeper to remove debt from accounts.**

#### E) REPORT: Maintenance

1. Robert reported for the Maintenance Committee that he's progressing slowly with collating data collected through surveys and meetings with communities. Needs help.
2. The Board discussed ways to bring support to the project - Ian (Percolator), Russel (Shofam) were suggested as people to tap for help. Rick volunteered to meet more immediately and try to knock out a compilation/interpretation of the data gathered on maintenance needs, priorities, and

costs.

**ACTION ITEM: Robert to get survey info back from Nyumbani, Shofam, Percolator**

**ACTION ITEM: Robert and Rick to summarize/organize survey info for September Board Meeting.**

## II - Forwarded from July Meeting:

A) PROPOSAL: Approve Appendix B - "Administrative Code"

APPROVED

WHEREAS the LCA has not previously maintained an easy reference document outlining policy, rules, and decisions that impact ongoing operations,

THEREFORE, BE IT RESOLVED that the document titled "LCA Administrative Code" and submitted as Appendix B to these Minutes be adopted as representative of policy, rules and decisions made in the past, and that the Board's Secretary maintain that document by incorporating further policy, rules and decisions adopted by the Board or by the entire membership acting in accordance with the LCA By-laws.

BE IT FURTHER RESOLVED that parts in bold type be adopted newly.

B) DISCUSSION: Financing/sale - next steps

There was brief discussion and informal consensus that the next step in the LCA's long-term financial planning should be that of establishing a financial goal, which likely hinges primarily on assessing long-term maintenance costs. Julie noted that she had determined a commercial loan at around 8% or 10% interest is likely the only financing available to the LCA.

## III - New Business:

A) ACTION: Schedule semi-annual meeting of community finance managers for September

**ACTION ITEM: Misia to convene September meeting of community finance managers.**

B) ACTION: Collect signed LCA Expectations and member agreements for archiving at Vortex. Several representatives delivered signed documents to Julie.

C) ACTION: Progressive Dinner - delegate committee and schedule for September 23

Rick noted that Guede had expressed interest in helping to organize. We determined some roles as follows:

- Nyumbani to serve appetizers.
- Tree House to serve main course.
- Shofam to serve dessert.

## **July 2007 Financial Report:**

### **Who owes what:**

**Ailanthus** -- Owe Q3 financial report

**Nyumbani** -- Owe \$52 (August Cost Share) & July Cost Share, \$1384 unspent maintenance money, Q3 financial report

**Percolator** -- Owe Q3 financial report

**Quilumbo Shofam** -- Owe \$920 of July Cost Share, Q4 (05-06) & Q3 Financial Report

**Tree House** -- Owe \$469.99 (Oct 05) Cost Share, Receipts from Q2&3, final 05-06 Financial Report & Q3 Financial Report

**Vortex** -- All paid up

**4722** -- Cost Share paid thru Sept. Owe Q3 financial report

**Pentridge Children's Garden** -- \$246 this year's property tax & \$267 last year's property tax

**Harmony House** -- Owe Jun06, Jul06, Sept, Oct, Dec, Jan, Feb, April, May, June, July loan installments (received a payment in 8/06, 11/06 & 3/07)

**Harmony House** -- \$10976 Debt from FY03-04 & 04-05 & 05-06 (Original Debt was \$7600 in Owed Cost Share + in \$5076 Owed Maintenance, so far they have paid \$1600)

**Bob Massey** -- \$658

### **Current Balance:**

\$6305 in our general fund (This can be used for maintenance grants)

\$10,000 in our emergency fund (the goal is to have \$10,000 for emergency maintenance)

\$4800 set aside for our property taxes which are due in February (I am setting aside \$1200 a month)

### **Agenda Items:**

### **Notes:**

\$1456 was sent to Basement Services for work at Percolator & Tree House. (\$1456 will be sent monthly)

\$800 was sent to Garth Gill for furnace work at Percolator

## LCA's Second Quarterly Financial Report (06-07)

Income	Q1	Q2	Q3	Q4	06-07 Total	06-07 Budget
Cost Share	\$19,151.67	\$18,480.00	\$21,265.00		\$58,896.67	\$75,600
Unspent Maintenance	\$11,283.68	\$-	\$-		\$11,283.68	\$-
Interest	\$32.97	\$32.22	\$29.50		\$94.69	\$130
Workshop Facilitation Grant	\$-	\$-	\$-		\$-	\$-
Misc.	\$-	\$680.00	\$-		\$680.00	\$1,163
<b>Total</b>	<b>\$30,468.32</b>	<b>\$19,192.22</b>	<b>\$21,294.50</b>	<b>\$-</b>	<b>\$70,955.04</b>	<b>\$76,893</b>

06-07 Total Re-calc

58896.67  
11283.68  
94.69  
0  
680  
70955.04

Expenses	Q1	Q2	Q3	Q4	06-07 Total	06-07 Budget
Annuity	\$1,230.00	\$1,230.00	\$1,230.00		\$4,920.00	\$4,920
Mortgage Interest	\$465.42	\$435.24	\$418.05		\$2,464.94	\$1,900
Mortgage Principle	\$1,058.13	\$1,088.31	\$1,105.50		\$3,629.26	\$4,194
Licenses	\$-	\$240.00	\$-		\$240.00	\$300
Taxes	\$-	\$13,781.32	\$-		\$13,781.32	\$14,500
Insurance	\$9,903.69	\$5,088.74	\$4,700.94		\$19,693.37	\$21,000
BookKeeping	\$590.00	\$-	\$-		\$590.00	\$600
Operating	\$35.00	\$-	\$-		\$35.00	\$100
Misc.	\$5,434.70	\$5,027.60	\$4,368.00		\$14,830.30	\$18,400
Maintenance Grants	\$6,000.00	\$1,600.00	\$4,527.50		\$12,127.50	\$10,000
Workshop Facilitation Grant	\$-	\$-	\$-		\$-	\$400
Escrow Interest	\$20.07	\$20.07	\$20.07		\$80.28	\$90
<b>Total</b>	<b>\$24,737.01</b>	<b>\$28,511.28</b>	<b>\$16,370.06</b>	<b>\$-</b>	<b>\$72,391.97</b>	<b>\$76,404</b>

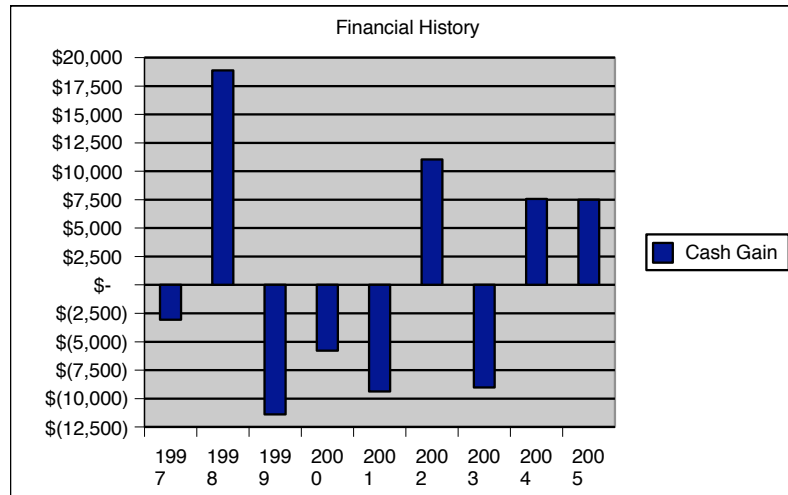
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**14830.3** <-- \$17,250 is the monthly payments for the basement work

NET	Q1	Q2	Q3	Q4	06-07 Total	06-07 Budget
	\$5,731.31	\$(9,319.06)	\$4,924.44		\$(1,436.93)	\$488.80

1336.69

Balance Sheet		
<b>Assets</b>		
Cash	Commerce Bank	\$25,076.79
	PFCU	\$421.49
	<b>Total</b>	<b>\$25,498.28</b>
	Emergency fund	\$10,000.00
	Operational funds	\$15,498.28
Escrow	PFCU	\$7,006.72
<b>Liabilities</b>		
	Basement Service 911	\$2,914.00
	Garth Gill	\$5,500.00
	Kent's Annuity	\$4,920.00
	Mortgage (Com. Bank)	\$16,488.16



The following was established and/or revised by the LCA Board and/or the LCA Membership, meeting in quorum, on \_\_\_\_\_

**LIFE CENTER ASSOCIATION, INC.  
ADMINISTRATIVE CODE**

ARTICLE I: Scope and Purpose of the Administrative Code

The purpose of this "Administrative Code" is to organize and record the rule-making of the LCA Board, and of the General Membership at its annual and any special meetings, as concerns the conduct of the 'LCA administration'. The rules recorded herein are to govern the conduct of the LCA Board and its elected officers, and of any agents and employees of the LCA.

Due to historical - and, likely, future - inconsistencies in documentation of Board and General Membership decision-making, elements of traditional conduct and unrecorded decisions should be considered as relevant to the conduct of the Board and of the General Membership in their administration of the LCA. However, all activities requiring notice to the membership in accordance with the LCA By-laws shall be duly recorded and published in meeting minutes.

ARTICLE II: Decision-making Process

Section 1. Consensus

"All decisions of the Association, the Board and the Association's Committees shall be made by consensus." [LCA By-laws]

Section 2. Records

1) Minutes from the previous meeting shall be read and approved at the beginning of each Board meeting. [Membership Meeting ?-?-?] **[proposal: replace above with "The LCA Secretary shall submit minutes for Board approval within 14 days of the meeting recorded, via the LCA email list-serve. Unless an LCA member who was present at the meeting raises a question as to the minutes' accuracy either via the list-serve or by letter to the President or Secretary, the minutes submitted via the list-serve shall be deemed approved 10 days from the date of posting of the latest edit. Minutes not yet approved by the regular Board meeting subsequent to the one recorded shall be amended as necessary and approved at that subsequent meeting. Approved minutes shall be posted online at the LCA's website."**

ARTICLE III: Policy for the Collection of Community Cost-share, and Community and Individual Member Debt

Section 1. Payments Procedures

1) Cost-share (including internally collected maintenance dues) is due on the 10th of each month, unless some other arrangement has been made. [from community lease and inferred from actual practices]

2) Any unspent collected maintenance dues are due to the LCA at the end of each fiscal year, on September 30th. [inferred from community lease]

3) A community representative shall notify the Bookkeeper **[proposal: "and the Collector"]** no later than the payment due date, if any payment **[proposal: ", including internal collection of monthly maintenance dues"]** will be late or incomplete. [Membership Meeting 1-23-05]

**4) Payments to the LCA shall be made by check or money order and delivered by the due date at the address of the LCA's Bookkeeper, or as otherwise specified by notice from the Board. [per request from Bookkeeper]**

Section 2. Collection

1) A 'Collector,' appointed by the Board, shall keep each community, specified individual LCA members, and the LCA Board, informed of any negative account balance carried by a community or by any specified individual members, and keep the Board informed of any related circumstances reported by a debtor or alleged debtor. A 'specified individual member' is anyone indicated to the Collector by a community representative as having contributed to that community's incomplete or late payment of cost-share, by failing to pay their portion of the community's shared costs in full and/or on time. The Collector shall not privilege anyone's claim as to payment or non-payment or the date of payment, but only give and receive information as given. [Board Meeting 3-21-07]

Section 3. Procedures for Responding to Late Payments

1) If a community carries two or more months' cost-share worth of debt, this situation shall be an agenda item for discussion at the subsequent monthly Board meeting. [referenced, Membership Meeting 1-23-05]

2) The Further policy for cases of late payment by communities or individuals has been adopted in the "Policy for Late Rent".

ARTICLE IV: Procedures for Regular Board Meetings

Section 1. 'Walk-thru' Inspection of the LCA Property Where the Meeting Takes Place

1) Liability Insurance Compliance / Safety Items

- Check for compliant fire extinguisher with current certification, each floor (including attic and basement, if accessible by occupants).
- Check for compliant and operating smoke/CO detectors, each floor (including attic and basement, if accessible by occupants).
- Check for compliant fire ladder [**in an accessible location?**] of a bedroom on any occupied floor above the second floor.
- Verify adequate stairway lighting.
- Verify handrails for all stairways.
- Identify any hazards for correction.

2) Tour of Major Maintenance Items by a Representative of the Hosting House

- [**proposal: Representing host presents results from an annual community work-day self-inspection of the premises, including a tour of major maintenance problems and successful projects, and a written report of findings from the self-inspection.**

3) Informal discussion and Advice for Host Community on Maintenance Priorities and Possible Solutions