

LCA Monthly Board Meeting 2008-07-14
Meeting Minutes

PRESENT:

Theresa (sp?), Theresa's son _____?; Teresa (4722 Assoc. AND 1014 S 47th St); Julie (Vortex); Jennifer [for roof report only], Misia, Accra Zuberi (Tree House); Robert (Ailanthus).

PREPARED AND SUBMITTED BY:

Robert Monk, LCA Secretary

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I Regular Business

- A. Next Meeting >> Monday, August 18th @ Percolator (conf. location)
- B. Community Check-ins
- C. Financial Report (see "Appendix A" attached)

II Old Business

- A. Fundraising for NASCO Membership

III New Business

A. PROPOSAL: Nyumbani unspent maint. \$ fwd to current community >> Approved.

B. PROPOSAL: Authorization of LCA Officers to Borrow from TD Bank, N.A. >> Approved.

C. PROPOSAL: Dispose of Certain Safe Deposit Box Contents. >> Various disposition of 3 distinct documents.

D. DISCUSSION: Tree House mold, abatement, and related maintenance work. >> APPROVED: to extend Kurtz grant to cover new roof contracting and any needed mold abatement at Tree House.

E. PROPOSAL: Hire NASCO or Other Consultants to Advise on Legal and Tax Procedures. >> Julie and Misia

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IV Tabled Business

- A. PROPOSAL: Change funding system for minor maintenance >> September Membership Meeting.
- B. Membership/Education/Outreach Cmty. Rpt.
Stevie had emailed with interest in reviving the mostly defunct committee. We should do this.
- C. Fundraising for NASCO Membership Cost
- D. PROPOSAL: Create paid Maintenance Director position.
>> General approval at June '08 meeting; tabled for more detail; \$10K annual budget floated.

-----END SUMMARY/TABLE OF CONTENTS-----

MINUTES

I Regular Business

A. Next Meeting

We agreed unanimously to hold the next monthly meeting of the Board at Percolator on Monday, August 18th; Teresa agreed to confirm the location with Percolator, since no one from there was represented at the meeting.

B. Community Check-ins

1. 4722 Assoc.

Teresa reported. New tenant selected to move in 3rd floor. Morgan and Tim Dunn are initiating a 'revive A-Space' campaign, after almost a year of relative inactivity. The mural outside is finished -- can still see some of the layout gridlines, and there are a LOT of people depicted.

2. 1014 S 47th St

Teresa reported. Sanded 2nd and 3rd floors. Refinished 3rd floor using a European and 'green' technique involving 'hardwax oil' in place of the more common polyurethane. Patching parts of 2nd floor preparatory to waxing it. Kitchen is torn up. Salvaged cabinets have been acquired, work proceeds. Painting all over the interior. Stevie is in Brazil.

3. Tree House

Misia and Accra reported. Lots of new people have moved in. Jennifer reported on business related to the Kurtz roofing contract melting down, prior to the meeting convening. Basically, Tree House is negotiating termination of the Kurtz contract and has contracted with a new roofer, Eric, on Russel Shoatz' recommendation. Expectation is that new roofing contract, lots of mold abatement work, and repairs of water damage all will come in around or maybe under the original ~\$39,000 approved for Kurtz contract. (see further discussion under "New Business").

4. Shofam

There has been progress with getting heart treatment for Theresa and Russel's father, in prison. Apparently, problem wasn't the prison but the health-care provider that had a contract with the prison. Theresa and son on their way to visit Theresa's father following meeting.

5. Vortex

Bees not producing much honey. Head lice incident. Need to do interior painting. Teresa recommended green paint produced in Brooklyn,

available at the Environmental Home Store by Weaver's Way in Mt. Airy, or possibly at Greenable on 2nd and Market streets, downtown.

6. Ailanthus

Things good. As host house, presented Ailanthus Maintenance Report (see Appendix B -- "Ailanthus Maintenance Report"), summarizing jobs done, to-do, community maintenance budget remaining and expected grant request total thru 2007-2008.

7. Percolator

No one present from Percolator.

C. Financial Report (see "Appendix A" attached)

Misia (Treasurer) reported from the Finance Report, and the meeting noted several updates, including: Theresa will deliver receipts corroborating Shofam quarterly reports to Vortex House; Tree House will deliver July cost-share by the end of the week; Teresa will follow up with Pentridge Children's Garden on late tax payments.

II Old Business

A. Fundraising for NASCO Membership

1. Misia is coordinating w/ Clarissa at A-Space to arrange a time, probably in August, for a rummage sale there.
2. Robert suggested organizing a house-party benefit circuit among LCA houses -- need maybe 3 or more participants to provide a base for some DJ's and other entertainment to build a following on a particular day each month. Tree House seemed interested.

III New Business

A. PROPOSAL: Per previous informal discussions, roll Nyumbani community's 2006-2007 unspent maintenance totaling about \$1800 into new 1014 S 47th St. community's 2007-2008 maintenance budget, to be accounted in latter community's 2007-2008 final quarterly reporting. The total amount owing shall be disbursed to the new community, regardless of the repayment schedule by Nyumbani.

APPROVED UNANIMOUSLY.

B. PROPOSAL: Authorization of LCA Officers to Borrow from TD Bank, N.A.

Resolved: That any two of the Corporation's three officers (President, Secretary and/or Treasurer), acting together, are authorized and empowered as follows:

To borrow from TD Bank, N.A. ("Bank") in the name of the Corporation and on the additional security of the Corporation's properties located at 4819 Springfield Ave., and at 906 S 49th St., in Philadelphia, PA., from time to time, such sum or sums of money as said officers may deem necessary or advisable for the purpose of this Corporation, including up to a maximum balance outstanding of \$200,000.00 in favor of the Bank; the officers are specifically authorized and empowered to refinance, for the sum of \$100,000.00, the existing mortgage of the property at 4819 Springfield Ave., Philadelphia, PA, and to negotiate and use a line of credit secured by the same and/or by the property located at 906 S 49th St, Philadelphia, PA; and

To mortgage, pledge, hypothecate, sell, assign and transfer to Bank and to grant to Bank security interests in, as security for money borrowed and for all other obligations of this Corporation to Bank, either or both of the two properties at 4819 Springfield Ave., and at 906 S 49th St., in Philadelphia, PA; and

To make, execute, sign and seal all documents necessary for the above purposes, on behalf of the Corporation; and

That the above authorizations shall remain in full force and effect unless and until the Corporation's Secretary has notified Bank of a change.

APPROVED UNANIMOUSLY.

C. PROPOSAL: Dispose of Certain Safe Deposit Box Contents.

1. Robert withdrew several items for further action, from the LCA's safe deposit box on last inspecting it earlier in July:

a. 1973 Promissory Note from LCA to Trustees of Central Philadelphia Meeting, for \$2,600 repayable on certain terms. Robert believed it reasonable to assume the debt has been satisfied and that the document need not be retained. Others considered it might have some future archival value, and it was **unanimously agreed** to file the document amongst other miscellaneous documents from the same time-period.

b. Deed and Mortgage relating to 1006 S 46th St.. Robert considered the documents no longer pertinent, since that property was more recently sold to Melanie Lamond (currently a real estate agent with Urban and Bye). It was **unanimously agreed** to transmit the documents to M. Lamond, in case they can be of use to her in fortifying proof of title to the property.

c. Advisory letter from LCA's legal counsel of the time, and mortgage satisfaction document prepared thereby, relating to execution of mortgage satisfaction papers by Sandra Boston, mortgagee from LCA in the purchase of 4709 Windsor Ave. Robert suggested that it will only get more difficult to get a signature (in case we really ever need it), and we should try to get it now (or conclude once for all it cannot be got). It was **unanimously agreed** that Julie of Vortex (4709 Windsor) will pursue further and report back.

D. DISCUSSION: Tree House mold, abatement, and related maintenance work.

1. Accra reported on the mold situation at Tree House.

Basically, that there's mold in various places from various causes in the attic, 3rd floor and 2nd floor. There is some mold in basement, but it is "grandfather mold" [is this a species or indicating the history of the mold's presence in the house?] -- anyway apparently of minimal concern health-wise. Additionally, there are equally numerous water-damaged locations that will need repaired.

2. Julie and Robert were concerned to be sure the underlying causes of mold have been cured, prior to spending significant money on mold abatement. The meeting noted a reversal from previous times, when quick/cheap fixes were relied on out of necessity, for lack of funding, to the present when the long-term fix may be more desirable -- because it is actually within our budget. Specifically, the solution to a leak from the shower walls/pan on the Tree House 3rd floor may best be cured by replacing the entire free-standing plastic shower enclosure, rather than spot repairs on a structure that is liable to have problems again soon.

3. Robert was concerned that the roof and mold work proceed as quickly as possible, and proposed to expand the scope of the grant already issued for the Kurtz Construction roofing contract at Tree House. Specifically, **it was unanimously agreed,**

To authorize Tree House representatives to negotiate and contract for any work needed for their roofs' repair and interior mold abatement, subject to the requirement that the total costs for all work, including the Kurtz contract being terminated, not exceed the amount of the original grant, and that contracts funded under this authorization must be selected competitively from three or more proposals and with input from a member of the Maintenance Committee (Russel, Serena, Robert, or Jayson).

E. PROPOSAL: Hire NASCO or Other Consultants to

Advise on Legal and Tax Procedures.

a. Robert had been developing a list of questions about operating that my need outside help to answer. Included items were:

Impact of \$100K loan and/or maintenance collection changes on tax filings? Tax exempt status, types of exemptions eligibility? Lease documents -- effective? legal? Late Rent Policy -- effective? legal? Legal questions surrounding initiation of a mutual aid program?

b. It was agreed that Julie and Misia would focus on getting answers -- or a plan to get answers -- on the question of accounting for loan income in IRS tax filings. Misia would explore with IRS downtown and/or NASCO consultant by telephone; Julie would seek answers with [other organization(s) that are already dealing with this issue].

APPROVED AND CERTIFIED:

Robert Monk, LCA Secretary

date: _____

Jill Teresa Giardina, LCA President

date: _____

Seal: _____

APPENDIX A - "FINANCIAL REPORT"

July 2008 Financial Report:

Who owes what:

Ailanthus -- All Paid up

Percolator -- Q1-3 financial report

Quilumbo Shofam -- Owe \$90 May Cost Share, Receipts from 2006-7 & Q1-3

Tree House -- Owe \$469.99 (Oct 05), July Cost Share, Q3 Receipts

Vortex -- Q3 financial report

1014 Association -- All Paid up

4722 -- Pre Paid August Cost share, Owe Q3 financial report

Nyumbani -- Owe \$595.64 (paid \$250 this month)

Pentridge Children's Garden -- \$459 (\$246 this year, \$213 last year's property tax)

Harmony House -- Owe (Jun& Jul '06), (Sept, Oct, Dec-Feb, April-Dec '07), (Jan - June '08). 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)

Current Balance:

\$20,759 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)

\$6000 set aside for our property taxes which are due in February (I am setting aside \$1200 a month)

\$2000 set aside for insurance down payment which is due in September (I am setting aside \$1000 a month)

Agenda Items:

Notes:

Gave Robert Monk the LCA corp seal and safe deposit box key

Wrote a \$7300 check to 1014 Association as a maintenance grant.

1014 Association paid their \$1000 security deposit

Wrote a \$4500 check to D&A Remodeling as a maintenance grant for Tree House.

Attached is the LCA's Q3 report

Ailanthus House Maintenance Report

July 14, 2008

TO DO WITHIN ONE YEAR:

Repair cracking concrete steps at front entry. Est. \$1,500.

Repair mortar/pointing in front yard retaining wall. Est. \$1500.

We may request a grant for this.

Replace hot water heater. Est. \$800.

Replace heating furnace. Possible ductwork upgrade. Est. \$6,000 - \$12,000.

We will request a grant for this shortly.

Repaint exterior woodwork. Est. \$3,000 - \$10,000.

We will request a grant for this.

Repair broken step on attic ladder. Est. \$75.

Finish re-organizing basement and establish clearance around furnace. Est. \$100.

TOTAL REMAINING ESTIMATED COSTS: ~ \$18,000

TOTAL REMAINING AILANTHUS MAINTENANCE FUNDS: \$ 2,600

BALANCE NEEDED: ~ \$15,400

ANTICIPATED 2007-2008 GRANTS TO BE REQUESTED: ~ \$ 8,000

(we will probably do house painting after September or next summer)

DONE SINCE OCTOBER 2007:

Replaced leaky outdoor spigot with 1/4-turn ball-valve.

Replaced broken front yard lamp-post top.

Replaced failed ballast in kitchen fluorescent under-cabinet fixture.

Replaced smoke-detector batteries.

Repaired main stair ballisters, post-tops.

Reinforced first floor joists in basement using joist-hangers.

Secured several loose floorboards throughout house.

Recharged/recertified fire extinguishers.

Repaired 3R ceiling where 2007 roof leak had caused water damage.

Installed shelving in basement.

Replaced furnace filters and stocked up on odd-sized replacement filters.

Annual weatherizing (window-film installation)

Annual furnace inspection/servicing.

Replaced furnace fan belt and stocked up on one replacement belt.