

WOODHAWK CLUB ONE ASSOCIATION
Meeting of the Board of Directors
Thursday, September 25, 2025

Present:

Joe Rettman, President
Alex Schechter, Vice President
Charles Iseman, Treasurer
Stephanie Farley, Secretary
Nancy Erdey, Member At Large

Guests:

Olga Osipoff, Property Manager
Charles Schulman, Carlyle Management

Call to Order

President Joe Rettman called the meeting to order at 5:00 p.m. A quorum was present.

Approval of the Minutes

The minutes of the meetings of August 26, 2025 and September 10, 2025 were reviewed. Stephanie Farley moved, and Alex Schechter seconded to approve both sets of minutes. Board members unanimously voted to approve the minutes.

Report of the President (Joe Rettman). The President read a letter from Kaman and Cusimano regarding allegations of financial fraud made by a resident of Woodhawk One. He reminded Board members about the legal ramifications of confidentiality of Board business and information. See also "Board Leadership" under "New Business."

Elevator Modernization (Alex Schechter). Alex Schechter reported on the status of the elevator modernization project and review of agreement with TK Elevator. The attorneys, Kaman and Cusimano, have reviewed only Section 9 of the proposed agreement with TK Elevators but recommended reviewing the entire agreement. [See letter and draft agreement/Section 9 attached to master of these minutes. *Note privileged legal communication.*] Suggested changes were made. The proposed contract will now go to TK Elevator for review of the suggested changes to Section 9.

The Board discussed having a consultant (McHenry and Associates; approved at September 10, 2025 meeting) to review the elevator proposal. At this time the Board decided not to move ahead with retaining a consultant for this review.

It was reported that the contract with Kone for current mid-rise elevator maintenance is still in effect.

Treasurer's Report (Charles Iseman). The Treasurer presented the Financial Reports for the period ending August 31, 2025. For the period ending August 31st total assets in the operating account were \$114,436.42; total assets in the reserves account were \$1,174,293.89; and total

current liabilities in the operating account were \$180,027.02. Accounts receivable from homeowners was \$107,621.72. For the period ending September 25th assets were \$132,654.58, total assets were \$1,182,601.94; current liabilities were \$132,667.55; and reserve fund balance was \$1,182,601.94. [Copies of financial reports attached to master copy of minutes.].

Nancy Erdey questioned the continuing outstanding accounts receivable from homeowners. A significant effort needs to be made to reduce this amount. One significant amount is due from a homeowner who has gone through the foreclosure process and whose unit is subject to a sheriff's sale. She asked that Chuck Schulman follow through with this particular unit's status and find out

Nancy Erdey moved and Stephanie Farley seconded a motion to not charge homeowners any late fees for water/sewer bills for three months (Oct/Nov/Dec 2025). Thereafter, if there are any hardship or unusual issues, a resident can contact the Property Manager to work out a plan to address the outstanding balance. The motion passed by a vote of five to zero.

Nancy Erdey also suggested that outstanding balances in the aging report related to water/sewer billing be separated from the outstanding usual monthly fees homeowners pay. Inclusion of the newly implemented water/sewer billing caused the outstanding balance to be artificially inflated from the prior month's balance.

The Treasurer also reported that a ghost account was identified and closed. A check to close the account was deposited in another active account.

Charles Schulman said that Cross and Associates will be conducting the audit of Woodhawk One financials and has begun the process.

Report of Property Manager (Olga Osipoff). The report of the Property Manager was distributed to Board members. Copy attached to master copy of minutes. She read a copy of a proposed email/note to mid-rise residents regarding payment of water/sewer bills.

[Printing of Updated Rules and Regulations] Nancy Erdey reported that 500 copies of the new Rules and Regulations Handbook are now available. She and Stefanie Farley will arrange to deliver the handbooks to Woodhawk One residents and urge them to read it. The Handbook (May 2025) is also online on the Woodhawk Condominiums' website.

Report of Maintenance Manager (Gordon Harrison). The report of the Maintenance Manager was distributed to Board members. Copy attached to master copy of minutes.

UNFINISHED BUSINESS

Water and Sewer Billing: The Board discussed billing the mid-rises for water/sewer. Paper copies of water/sewer bills for the period July and August 2025 have been sent out. The Property Manager will post the monthly water/sewer bills for each mid-rise in the lobby as promised to the residents.

NEW BUSINESS

Cement/Driveway Issues: Alex Schechter reported that a resident on Thistle Trail had a portion of her driveway replaced as part of the overall cement/driveway project on Thistle Trail and Heather Court. Joe Rettman stated that the resident was informed, prior to the work being done, that only a portion of her driveway would be replaced. The resident complained that the driveway looks unacceptable given that other driveways on Thistle Trail were well done and completely replaced. In addition the utility access points were cemented over and the curb poorly done. The resident called the Building Department for the City of Mayfield Heights to review the cement work on the driveway. The City's Building Department will review the concrete work done on the driveway and issue a report. The utility access points need to be repaired. Once the report is received from the City this matter may be reconsidered by the Board.

Snow Committee: Joe Rettman reported that a snow plowing/salting etc. contract is in place with Premier until April 2026. At this time all the Woodhawk Associations use Premier for snow plowing etc. A Snow Committee (Joe Rettman, Alex Schechter, Gordon Harrison and Olga Osipoff) has been formed. They will determine if salting is needed depending on the weather and contact Premier. The garage entrances to the mid-rises will be plowed, but the Maintenance Manager will see that the building lobby steps to the mid-rises are shoveled.

Board Leadership: President Joe Rettman said that he was stepping down as President of the Woodhawk One Board but would remain a member of the Board.

Alex Schechter and Nancy Erdey were nominated to be President of the Woodhawk One Board. After a brief discussion and presentation by each candidate, the Board voted unanimously to elect Nancy Erdey as the new President of the Woodhawk One Board.

Joe Rettman also stepped down from his membership on the Master Board. Alex Schechter and Stephanie Farley were named to represent Woodhawk One on the Master Board effective immediately.

Adjournment and Next Meeting: The Board adjourned by consensus at 6:59 pm. The next meeting of the Board will be October 14, 2025 from 2-5 pm. The main item on the agenda will be developing the budget for 2026.

Respectfully submitted,

Nancy C. Erdey
Recording Secretary
Member at Large

Minutes Approved _____, Date _____
Stephanie Farley, Secretary