

Rockville Tudor Apt. Corp.

Outline: Minutes & Agenda Categories

November 12, 2018

Below is an outline of categories that organizes issue by subject to assist the board and shareholders in tracking conversations, initiatives and projects that more frequently span multiple months/meetings.

Categories

10 GENERAL

- 11 Meeting Information and Details
- 12 Minutes
- 13 Future Meetings
- 14 Announcements & Notices
- 15 Meetings of Shareholders (Article 1)

20 FINANCIAL

- 21 Budgets & Reporting
- 22 Assets
- 23 Liabilities
- 24 Revenue
- 25 Expenses
- 26 Taxes, Depreciation & Other
- 29 Committee

30 LEGAL & INSURANCE

- 31 Legal
- 32 Insurance

40 SHAREHOLDERS & RTAC COMMUNITY

- 41 Shareholders
- 42 RTAC Activities (schedule events from RTAC)
- 43 Clubs & Social Activities (organized and managed by shareholders)

50 FACILITIES & RELATED

- 51 Building Exterior
 - 51.1 Facade
 - 51.2 Roof
 - 51.3 Openings
 - 51.4 Ornamental Features
- 52 Common Areas
 - 52.1 Lobby & Foyers
 - 52.2 Hallways

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- 52.3 Trash Rooms
 - 52.4 Laundry Room
 - 52.5 Fitness Room
 - 52.6 Bicycle Room
 - 52.7 Community Room
 - 52.8 Storage Rooms
- 53 Apartments
- 54 Building Services
 - 54.1 Mechanical System
 - 54.2 Plumbing
 - 54.3 Electrical & Lighting
 - 54.4 Fire Protection & Alarm System
 - 54.5 Security System
 - 54.6 Elevator System
 - 54.7 Gas Service
- 55 Environmental Related
 - 55.1 Lighting
 - 55.2 Acoustics
 - 55.3 Air Quality
 - 55.4 Artwork & Photographs
- 56 Landscaping
- 57 Parking
- 59 Committee
- 60 COMMUNICATIONS & COMMUNITY**
- 61 Communications
 - 61.1 Documentation
 - 61.2 Meetings, Presentations
 - 61.3 Website
 - 61.4 Bulletin Boards
 - 61.5 Social Media
 - 61.6 Newsletter (and other regular content)
- 62 RVC: Town of & Departments
- 63 RVC: Residents, Organizations, & Charitable Organizations
- 64 RVC: Businesses & Service Providers
- 65 Co-op Partnering & Collaboration
- 66 RTAC Brand & Marketing

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69 Committee

70 SERVICE PROVIDERS, VENDORS, SUPPLIERS & CONSULTANTS

71 Management & Staff

72 Utilities

72.1 Electric (Village of Rockville Centre)

72.2 Oil

72.3 Natural Gas (National Grid)

72.4 Water (Village of Rockville Centre)

72.5 Broadband Services (Verizon)

73 Vendors

73.1 Business

73.2 Building Services

73.3 Trade

73.4 Other

74 Suppliers

75 Consultants: General Business

75.1 Accountant

75.2 Attorney

75.3 Tax Certiorari Firm

76 Consultants: Design

76.1 Architect

76.2 Interior Design

76.3 Landscape Architect

76.4 Graphic Designer

76.5 Lighting Designer

77 Consultants: Engineers

77.1 Mechanical, Electrical, Plumbing, Fire Protection

77.2 Structural

77.3 Civil

77.4 Geotechnical

77.5 Acoustical

77.6 Building Exterior & Restoration

77.7 Telecommunications & IT

77.8 Audio Visual & Systems Integration

78 Consultants: Other

78.1 Real Estate Broker

78.2 Insurance Broker

78.3 Investment Broker

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- 78.3 Environmental & LEED
- 78.4 Code Consultant & Expediting
- 78.5 Public Relations
- 78.6 Event Planning
- 79 Contractors & Subcontractors
 - 79.1 General Contractor & Construction Manager
 - 79.2 Site (i.e. landscaping, concrete, excavating, etc.)
 - 79.3 Architectural
 - 79.4 Miscellaneous (i.e. accessories, elevator)
 - 79.5 MEPS
- 80 OPERATIONS & GOVERNING DOCUMENTS**
- 81 By-laws
- 82 House Rules
- 83 Policies and Standard Operating Procedures (SOP)
- 84 Proprietary Lease
- 85 Offering Plan
- 86 Other Corporate Documents
- 90 PROJECTS & INITIATIVES**
- 91 Capital Projects
- 92 Repairs & Maintenance
- 93 Initiatives & Studies