



# Woodlands of Chatterton Village

## Woodlands of Chatterton Village Homeowners Association Board of Directors Minutes - November 18, 2015

7:00 – 9:00pm

**Call to Order:** 7:10pm

**Roll call:** Judy Curcio, Bob Davis, Dennis Prichard, Bonnie Donaldson, Julie Zanni  
Prashant Krishna arrived at 7:34pm

**Review of minutes of preceding meeting on October 28, 2015** - Judy motion to approve minutes, Bob seconded - motion approved

**Open Forum:** no Co-owners present

### Reports of officers, committees, and management company

**President:** Judy welcomed new board members: Bob Davis, and assistant for KC Property Julie Zanni. She will welcome Prashant Krishna when he arrives.

- Review offices for all board members- Judy reviewed offices. Bob will be Vice-President, Prashant will be Treasurer, and Bonnie will continue as Secretary.
- Grounds Assistant – two people are currently working as grounds assistants. Jonathan is changing light bulbs and Annette is picking up the trash. Jonathan has had difficulty responding to communications. Annette is willing to work at both positions. Judy will release Jonathan from his duties so he can concentrate on his schooling.
- Someone will need to oversee the work for the Grounds Assistant as it is not a responsibility of KC Property. Volunteer will need to receive hours worked and approve it to KC Property for payment. Bob has volunteered to oversee the position of Grounds Assistant. KC Property will research ordering a case of bulbs to give to Grounds Assistant as needed. It was suggested to check pricing at Sam's Club.
- Judy announced she will be moving to Florida and will continue to serve as long as she is still here.

**Vice President:** no current report

### Treasurer:

- Operating checking: \$69,219.07
- Reserves: \$297,829.72
- Funds still need to move from the account that has that is over the protected amount. KC Property will provide more information regarding Morgan Stanley.
- Judy questioned the Eradico expense. Charles reported at the last meeting Eradico had not done anything for removal of his bees, and suggested they not be compensated.
- Judy questioned the Special Project expense. Julie explained it was a contractual charge due to the concrete project.
- Cement has not been completed by November 15<sup>th</sup>, as stated in the contract. They are past their deadline for completion which will result in a 10% reduction in the costs.
- Error in the Grounds Assistant payment will be corrected.
- Kim will be meeting with the cement company tomorrow to review the progress. Judy is requesting a complete accounting of what was originally proposed and

what is actually completed. Judy asked if they went down far enough at the Clubhouse door to prevent a upheaval in the future. KC Property will follow up with Sardo, the contracted company.

#### **Committee updates:**

- Social Committee – Judy reported there was a great turnout for the Halloween Party. Prashant confirmed they all seemed to have a wonderful time.
- Clubhouse Update:
  - Treatment for Bathroom floors- KC Property is researching a treatment for the floor, which will be a non-slip surface. Black mats leave black residues which continue to make the floor messy.
- Neighborhood Watch: No current report
- Christmas Decorating Committee - Yvonne & Mark have volunteered to lead this committee. Lighting has been installed in the front entrance for lights. There are some decorations upstairs in the clubhouse. Judy will contact Yvonne and/or Mark to meet at the clubhouse to see what decorations are available and decide if more will be needed.
- Three Community Panel: KC Property will send an email update regarding the updates with their payments for the pond.

#### **KC Property**

- Management reports, inspections, work orders. Julie reported on the current inspections and work orders.
- Concrete and drainage – KC Property will be meeting with concrete company tomorrow to review the work.
- Lighting update (street lights and front entrance)- Street light on Norwich Drive has been repaired today and the front entrance has been wired for electricity. Ballast on Beck Road is in for repair.

#### **New business**

- Calcium Chloride Roof Socks – KC Property will verify the cost and confirm this cost has been built in the budget.
- Salt Buckets – KC Property will contact Northern Pines to find out what date they will fill the buckets. Target Date will be the first weekend in December. Discussion will continue via email as to final plans. Final plans need to be completed by December 3 so the information can be included in the newsletter.
- KC Property will get keys for the Board Members for the Clubhouse and a black door key. KC Property will confirm the receipt of keys from the former Treasurer.
- Begin the research on adding building reflective address boards on the street front of buildings to indicate addresses.
- Begin research on possibility of additional street lighting around the community.
- KC Property will research the cost of the garage light bulbs from the CFL light bulbs vs the LED bulbs. LED is cheaper to run reduced cost to run

#### **Old business**

- Metro Alarm – waiting on zone to address check lists for all outside alarm boxes. KC Property has been in contact with them and they continue to promise this will be done. Judy asked they be reminded they are currently the contractor for the fire alarm systems check next year.

**Items for future newsletters:** salt buckets can pick up at clubhouse – Judy email address Dec 15; Christmas tree safety; by law decorations; reminder about lights in fixtures being soft white;

**Next HOA MEETING:** February 24, 2016

**Adjourned: 9:08pm**