

**WOODLANDS OF CHATTERTON VILLAGE**  
**Meeting Minutes**  
**Wednesday, November 19, 2008**  
**7:00 pm**

- **Roll Call:** Joshua Vasseli, Rachel Everett, Sue Mys, Ryan Hass, Judy Curcio,  
KC Property: Kim Mosey  
Co-owners: Larry Curcio, Keith Rainwater, Lisa Kozlo
- **Adoption of agenda:** All Approved
- **Hearing for violation notices** – None
- **Open Forum:**
  - [REDACTED] asked when the gutters would be cleaned. Kim from KC Property explained that the proposals have been submitted to the Board and a contractor will be voted on tonight. The work should be completed within the next two weeks.
  - [REDACTED] also asked if we had approved any other vendors, such as WOW for Satellite Dish service. Kim also responded to say that as of right now Comcast is the only service available in the Woodlands. Kim had submitted documentation of her attempts to talk with WOW on possible service and could never get a representative to call her back.
- **Committee Reports:**
  - By-Law Committee – Ryan Hass, Chairperson
  - [REDACTED] requested approval to work with the attorney, to provide the Association with a legally approved document defining the approval process for co-owners making modification to their units. Keith will also work with the attorney to define the “limited common elements” and “general common elements” in describing where satellite dishes can be located for each type of unit. Cost for attorney fees would be approximately \$500-\$700 (2-3hrs).
    - Joshua proposed paying the attorney fee to accomplish the above.
    - Ryan seconded the motion
    - All approved
      - Before Keith can talk with the attorney, the Board first needs to decide where the best areas of installation would be to be consistent throughout the community. One of the questions to be answered is: Should the Board allow penetration wire or ribbon wire for installation?
  - Keith’s proposal for a Community Standards Committee that would manage and prepare all violation notices was not approved.
    - KC Property to log all violations and follow-up comments in Cinc. This will give the Board member with access to Cinc, the ability to see the status of violations as needed in conducting the business of the Association.
    - KC Property to relay to the Board how they propose to document past violations.
  - Beautification Committee: Rachel, Chairperson
    - Ryan and Kim reviewed changes to the ERS snow removal contract. Contract runs from November 1, 2008 to April 30, 2009.
    - KC to email all board members the ERS contract.

- Larry Curcio presented the estimate for Christmas decorations to the board.
  - Judy motioned that the proposed Christmas Decorations for the amount of \$322.18 be approved.
  - Joshua seconded the motion
  - All approved
  - Larry turned in receipts totaling \$192.18 to Rachel for reimbursement. The balance of the decorations to arrive after Thanksgiving.
  - Saturday, December 6<sup>th</sup>, at 1:00 pm, the committee will be meeting to put up the remainder of the decorations; anyone who would like to help is welcome to join the committee. An extra \$30 was approved for refreshments for the volunteers.
- Finance Committee: Joshua, Chairperson
  - Because of changing our fiscal year end to October, Cinc has not been able to create the yearend close out report. Angela is working to get this corrected.
  - Cash flow is tight, all expenses have to be carefully watched.
    - Contracts should be negotiated for “Net 30 Day” terms.
- Neighborhood Watch Committee: Larry Curcio, Chairperson
  - Received a notice from Debra Newsome, Canton Police Department, that copper plumbing theft is on the rise. Please keep an eye out for our water lines and your air conditioners.
  - Daryl Lowe has agreed to be stand-in chairperson for Larry while Larry is gone till May 1, 2009.
- Social Committee: Rachel, Chairperson – No Report
- **Review of minutes of preceding meeting and Annual Meeting.**
  - Minutes approved from Oct. 15<sup>th</sup> Board Meeting
  - Judy to resend Meeting Minutes from Annual board Meeting dated Oct. 22, 2008. Minutes to be approved at January 2009 meeting.
- **Reports of officers / management company**
  - President – None
  - Vice President – None
  - Secretary – None
  - Treasurer: Joshua
    - Joshua motioned to approve Keith as assistant treasurer, to cover for Joshua when he will be out of town this December.
      - Rachel seconded the motion
      - All approved
    - Joshua motioned for permission to open a CD for at least \$25,000 (keeping \$30k on hand for emergency cash), with Rachel being a second signer.
      - Ryan seconded the motion
      - All approved.
    - The Association needs to hire an outside party to do the year-end Financial Report for the Woodlands.
      - KC Property to get bids.

- KC Property presented a letter from a co-owner requesting payment of an invoice from cement repair work last spring. The amount of \$500 was included in the reimbursement settlement from Centex.
  - Joshua motioned to have KC Property release a check in the amount of \$500 to this co-owner.
  - Sue seconded the motion
  - All approved
  - The payment and response to the letter will be documented through our attorney's office.
- KC Property
  - Downspout Drainage project, Phase I – complete.
  - Electrical Project – Replacing photo cells and installing new timers for outdoor lighting.
    - All timers and new photo cells have been installed.
    - Building #17, the timer is not working properly, Dave Frye has ordered a replacement.
    - The west end of Building #16 the lights are out. Larry will call Dave Frye, tomorrow, Nov. 20<sup>th</sup> to come out and evaluate the situation and correct. Kim will also follow-up with Dave Frye.
    - Larry asked Board to consider master lock for the timer boxes. Board to review at a later date. Larry gave the board a complete map of the Electrical system and where the control boxes are located.
  - Handyman Service – Reviewed and discussed references presented to the Board by KC Property and Sue Mys.
    - Joshua motioned to contract with M&M Construction
    - Ryan seconded the motion
    - All Approved
  - Open Work Orders
    - Paint front door at [REDACTED]
    - [REDACTED] - Exterior caulking around porch & door needs to be applied.
      - Beginning of reserve study maintenance will be to paint all front doors and re-caulk where needed. This will be done in stages in 2009 as money becomes available.
    - [REDACTED] - Tree needs to be trimmed – Larry trimmed tree, branches were leaning on co-owners window.
    - Approximately 9 garage lights are out. KC Property to contract M&M Construction to come out and replace the bulbs.
    - KC Property is getting quotes to repair shingles on overhangs at [REDACTED]
    - Cleaning of clubhouse: The Recreational Amenities Committee (Keith/Larry or Sue) to decide when clubhouse needs to be cleaned and will notify KC Property and the Board to have the cleaning approved.
  - Gutter Cleaning – After reviewing the proposed company contracts:
    - Rachel motioned to retain Major League Gutter for their 3-year contract.

- Joshua seconded the motion
  - All approved
  - KC Property to check on payment terms of Net 30 Days.
- The Welcome Packet as issued by KC Property to new co-owners and/or renters was presented to the board. Ryan will review the contents of the Welcome Packets and make recommendations for improvements.
- The Black Utility doors should be checked in the fall to be sure the automatic heater system is operating correctly to ensure that the pipes in the utility closets do not freeze.
- **New business**
  - Knox Box/fire inspection – Tabled till next month
  - Newsletter/advertising – Discussion on advertising tabled till next month.
    - Ryan requested everyone get their articles in to him as soon as possible so that he can prepare the Newsletter for print and distribution.
  - Sue Mys has agreed to take over the secretary responsibilities and the clubhouse rental responsibilities in Judy Curcio's absence. Judy will be back around May 1<sup>st</sup>.
- **Meeting Adjourned at 10:00 pm**