



Woodlands of Chatterton Village Homeowners Association Board of Directors

Minutes - Thursday, November 17, 2016

7:00 – 9:00PM

Meeting Called to Order @ 7:05 PM

Roll Call: Bonnie Donaldson, Dennis Prichard, Marc Spontack, Yolanda Everett

Absent: Prashant Krishna Panneerselvam

KC Property

Attendees: Kim Mosey, Tabitha Leach

Review of minutes of preceding meeting: Meeting minutes from September 2016 were approved.

Resident Forum

- Co-owner received a trash can violation at 3898 Radcliff. The co-owner's unit is occupied by renters. Co-owner explained that although this is the second violation for the unit, it is the first for the current renters. The co-owner is requesting to have the fee waived and is also proposing a reset of the fine timeline.
 - Decision: Board approved motion to waive the fine.
 - Action Item: Kim Mosey confirmed that there is currently a fine reset process in place. Kim to confirm policy language and post to the WOCV website.

- Co-owner received notice of forfeiture of clubhouse rental security deposit due failure to adhere to requirements of the rental contract and clubhouse rental privileges were revoked for a minimum of 1 year as this was not the first offense. The co-owner voiced that she is not in agreement with Annette Solomon's observations which were provided to the Board via video. Co-owner explained that she rents clubhouse frequently and would like the security deposit returned. Co-owner also requested that board revisit the revocation of clubhouse privileges for a minimum of 1 year.
 - Decision: Board will not to waive the forfeiture of security deposit.
 - Decision: Board to amend revocation of clubhouse privileges from a minimum of 12 months down to 6 months.

- Pet Waste Stations: Board will monitor frequency of use and further discuss a plan for disposal of pet waste on a regular frequency.
 - Action Item: Kim Mosey to bring supplies (garbage bag for waste basket and mini bags) to the clubhouse on 11/18/16.

- Garage Light Bulbs
 - Action Item: Tabitha Leach to bring bulbs to the clubhouse on 11/18/16.

President Report

- Bonnie thanks Yolanda Everett for joining the WOCV Board as Secretary.



Vice President Report

- No report at this time.

Treasurer (Treasurer was not in attendance)

- Checking Balance: \$97,166.66
- Reserve Balance: \$432,531.32
- Expense Approval: Tabled for Next Meeting
- Invoices and Timing: Tabled for Next Meeting
- Waving Fines Policy: Tabled for Next Meeting

Clubhouse Carpeting Upgrade

- Dennis Pritchard and Marc Spontack provided carpet samples for review. KC Properties did not provide samples. The Board and Annette Solomon will review all carpet samples, including those from KC Properties once received. Once all reviews are complete, the Board will make a final decision on clubhouse carpeting.
- Regarding the proposal provided by KC Property Services, Kim indicated that she will verify that the proposal includes moving of furniture. Also, per Kim, the proposal includes the main clubhouse area as well as the office and backroom.
 - Action Item: Tabitha will bring carpet samples to the clubhouse tomorrow, 11/18/16.
 - Action Item: Kim to confirm proposal includes moving of furniture. Timing: ASAP.

Social Committee

- Per Annette, turnout for the 2016 WOCV Halloween Party was slightly less than the prior year. However, community participation was up this year.

Community Panel

- Per Kim Mosey, the Village still owes the WOCV HOA \$4,688.96. Chatterton is paid in full.
 - Action Item: Kim to follow-up with the Village to collect owed funds.

Follow-up Items

- **Explanation of Bank Charges:** Per Kim Mosey, the charges in question are associated with NSF check deposits.
- **Clubhouse Ceiling Fans to be Cleaned and Strings Removed:**
 - Action Item: Kim Mosey/KC to have the ceiling fan looked at and any work completed by 12/15/16.
- **Clubhouse Backdoor Not Latching Property:** KC tested the backdoor which is now latching fine. The issue may have been associated with people not closing it properly or weather/temperature changes. Issue will be revisited if needed in the spring.



- **Clubhouse Bathrooms:** In September bathrooms were not cleaned at pool closing. Kim Mosey/KC followed up with vendor. Kim is still waiting for the vendor manager to get back to her. She is seeking a credit for the work that was not done.
- **Garage Lights:** A&E Electric was contacted about improper light installation. A&E has refused to come back to change the lights.
 - Action Item: Kim Mosey/KC is working with MAP Electric to get the improper lights replaced. The target for completion and resolution of this issue is 12/18/16.
- **HOA Website:** The survey and associated survey related copy was to be removed from the website. The survey was removed; the paragraph was not. Also, "Going Green" content was added to the website. Per Kim Mosey/KC, no increase in delinquencies seen.
 - Kim Mosey/KC to have the survey related copy removed by 11/21/16.
- **Request for Work Order Report (currently not consistent):** The Board informed Kim Mosey/KC that it needs "complete" work order reporting with correct statuses, details and resolution. Going forward, work orders need to show on the report until they are completed and all detail has been entered. The Board is also requesting that associated addresses to be added to the check register.
 - Action Item: Kim Mosey/KC to provide required/requested information for December 2016 going forward.
- **Warranty for Replacement of Plants and Bushes:** Per Kim Mosey/KC there is a 1 year warranty. KC is holding the vendor until next season from a warranty perspective. Board to address timeline to plant replacement bushes in February 2017.
- **Catch Basin Rebuild:** Board to revisit catch basin repairs in spring of 2017.
 - Action Item: Board to cone the hole for safety during the late fall and winter months in the parking cove between buildings 2-4.
- **Reflective Signs:** Board to table until February 2017.
- **Vendors Contracted by WOCV:** The Board has discussed the desire that vendors be local. Marc has proposed that WOCV use local vendors when able.
- **Proposal for "No Parking" on Asphalt:** Board to table this discussion until February 2017. Kim Mosey/KC to provide the Board with vehicle stickers for violators.
- **Street Signs on Poles:** Per Kim Mosey/KC, installation occurred today, 11/17/16. Per Marc, the light bulbs being used on the rear lamp posts are different than the others. All lights bulbs need to be consistent.
 - Action Item: Kim Mosey/KC to address. Timing is January 2017.



- **Road Repair Warranty:** Per Kim Mosey/KC, the contract does not outline a written warranty. Kim Mosey, however, states that she is confident that no asphalt company will warranty after a Michigan winter.
- **Wrapping of Arborvitaes for Winter Protection:**
 - Decision: Board elected not to wrap arborvitaes (near Charles' residence) due to their current poor state and diminishing likelihood that they can be saved.
- **WOCV Insurance Expiration:** Expiration is April 1st 2017. Kim Mosey/KC indicated that the association was saved \$10K 3-years ago.
- **Pool Camera and Key Card Upgrade:** Board to table until spring 2017.
- **Additional Snow Removal:** Everything is status quo. Northern Pines has the contract.
- **Lamp Posts on Geddes:** Per Kim Mosey/KC, the neighboring property management company would not provide an ETA on addressing the lamp posts that are not functioning on Geddes Rd.
 - Action Item: Kim Mosey/KC to provide Bonnie the property management contact information.
- **Building 20 Sidewalk Repair:** The sidewalk repair has been confirmed as completed.
- **Pool Contract Timeline:** Kim Mosey /KC Properties provided proposal. The expectation is that 3 proposals are provided unless 3 are unavailable.
 - Action Item: Kim/KC to reach out to Pristine Pools. Timing: ASAP.
- **Gutter Cleaning Contracts:** Alloy (exorbitant price quoted) to not get any additional business with WOCV.
 - Decision: Board decision is to proceed with Affordable for gutter cleaning. Kim Mosey/KC to go back to Affordable, add the additional building (21 buildings) and request that the total price not exceed \$3,500.
- **Welcome Packet Review:** Per Kim Mosey/KC approximately 20 welcome packets are sent to co-owners annually based on closings. Board's desire is that the information contained in the welcome packet is made available on the WOCV website.
- **Comcast:** We have internet and phone, but we have a different phone for the pool area.
 - Action Item: Kim Mosey/KC to price check what it will take to move the office phone to the pool. Kim/KC to provide information by February 2017.
- **Drainage Project (Building 7 scheduled and 9 was done):** Per Kim, the information was a communications issue on Kim's part. Building 9 was the building that was intended to be completed. Building 7 was communicated in error.



- **Property Management Evaluation Form:** The Board has tabled this item.
- **Property Manager Work:** Going forward, Sean Mosey will provide before and after pictures for appropriate work that he completes. Kim Mosey/KC confirmed that Sean's rate is \$35 per hour.
- **Sprinkler Winterization Update:** Kim Mosey/KC confirmed work was completed.
- **November Work Order Detail:** Per Bonnie, the detail being provided currently is inadequate. Kim Mosey/KC informed that the Board requires all work orders continue to show on the work order report until they are completed and all the detail is entered.
- **Report Timing:** The board requires all reporting to be delivered in advance of the monthly board meeting as per the requirements of WOCV's contract with KC Property Services. The board prefers that all reporting be provided at the same time in a single email communication.
 - Action Item: Kim/KC will communicate with the board in advance if reporting will be delayed. Note: Kim apologized for the delayed reporting for November.

Reporting Delivery Schedule Through February 2017

- December 2016: Reporting Due from KC on 12/23/16
 - January 2017: Reporting Due from KC on 1/20/17
 - February 2017: Reporting Due from KC on 2/17/17
- **Financial Accounts and Audit:**
 - Action Item: Kim Mosey/KC to provide online access to view the Clubhouse PayPal account to Annette Solomon who manages the clubhouse.
 - Action Item: Kim Mosey/KC to provide online view access to all WOCV bank accounts to the WOCV Board Treasurer and President.
 - Decision: Board agrees to research agencies to complete WOCV financial audit.
 - **Board Representative to Deal with the Agent:** Bonnie Donaldson will serve as the Board Representative for the WOCV Board of Directors.
 - **WOCV Welcome Packages:** Welcome package content provided by Kim Mosey/KC was reviewed by the board.
 - Action Item: Bonnie will email Kim Mosey/KC the changes required.

Items for Future Newsletter

- **Central Park Community:** Assault and carjacking

Next HOA Meeting: February 23, 2017.