



# Woodlands of Chatterton Village

## Woodlands of Chatterton Village Homeowners Association Board of Directors

Minutes – Thursday, August 29, 2017

7:00 – 9:00 PM

**Meeting Called to Order:** 7:08 PM

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

### Lawyers Management

**Attendees:** Amber Redd, Josh Outting

## Co-Owner Open Forum

- N/A

## Call to Order & Establish Quorum

- Review of July 27, 2017  
Meeting Minutes: Motion passed to approve meeting minutes. July 27, 2017 meeting minutes approved.

## Community Manager Report

- General Comments: N/A
- Financials (page 7 of report):
  - Reviewed Balance Sheet
  - Bank Of America Checking: \$111,470.52
  - Bank Of America Reserve: \$404,334.10 (Lawyers to set up separate account for roof reserves)
  - Money Market Account: \$120,743.65
  - A/R Other: \$12,140.65
  - Owner Receivables: \$25,456.45
  - Other Receivables: \$17,563.20
  - Balance Sheet Reviewed
  - Revenue and Expenses Statement Reviewed
  - Bank Information Reviewed
  - Accounts Receivable and Payable Reviewed
    - **Action Item:** Financials will be approved at the next board meeting
    - **Action Item:** Josh to check to confirm that tax returns were processed by the predecessor management company
  - Budget needs to be worked on in September to meet the fiscal year requirement



- Annual IRS Election for 2015 and 2016 analysis. Board motion to proceed. Board motion passed.

## Current and Future Project Status Updates

- Concrete: Site walk w/contractor planned within the next few weeks.
  - **Action Item:** Lawyers to evaluate sink holes within the community
  - **Action Item:** Josh to pull a list together to allow the board to make a decision on concrete and road repairs
  - **Action Item:** Lawyers to make a note to evaluate and fix concrete in the pool area next spring
- Landscaping: Northern Pines list (developed in the past)
  - **Action Item:** Lawyers to make a note to address landscaping in the spring of 2018
- Wood Pillars Rotting
  - **Action Item:** Lawyers to execute deck inspections for all the Abby units. Also arborvitaes need to be addressed at some point.
- Striping (no parking) quotes Provided for review
  - **Action Item:** Amber Redd to double check that number of coats, barricading and clean-up is included. Board to vote via email (100% participation required for an email vote)
- Drainage Project
  - **Action Item:** Revisit in spring 2018
- Gutter Replacement Project
  - Not currently a priority from a safety perspective. Once it become a priority will need to evaluate what is done and is not done.

## Work Orders

- All pest work orders have been completed
- Irrigation system updates: All repairs have been completed.

## Executive Session

- Delinquency and Collection Activity
  - Collection Matrix Review
    - **Action Item/Decision:** For unit 70 need to do an eviction proceeding to determine if someone is in the unit
    - **Action Item/Decision:** For unit 158 on hold until September 1 to determine if the lender has redeemed yet



- **Action Item/Decision:** For units 153 and 148 going through the legal process
  
- Co-Owner Violations
  - **Action Items/Decision:** 4114 Radcliff – Re-violate
- Contracts and Bids
  - Snow removal to go out to bid
  - Lawn and Landscaping for 2018 to go out to bid
  - Fertilizer and Grub Control for 2018 to go out to bid
    - **Action Item/Decision:** Amber Redd to get a TruGreen quote
  - Irrigation System Startup/Backflow Testing
    - **Action Item/Decision:** follow-up with J Cru
  - Fire Suppression – Next inspection is for 2018
  - Dryer Vent Cleaning
    - **Action Item/Decision:** Management company to provide an estimate to clean vents for all units.
  - Roof and Chimney Inspections
    - **Action Item/Decision:** lawyers to put together by building the approximate age of the roofs.
  - Sewer Line Inspections and Cleaning: Discussion something to think about before there's a back-up (TBD)
  - Gutter Cleaning
    - **Action Item/Decision:** Management company to obtain quotes for gutter cleaning
  - Pest Control
  - Road, Driveways, Sidewalks, Parking lot Maintenance
    - **Action Item/Decision:** Management company to look at sink holes after the meeting
  - General Maintenance
  - Trash Removal
  - Gate Access Control for the Pool
  - Pool Open/Close
  - Painting
    - **Action Item/Decision:** Management Company to obtain the paint codes. Painting was just finished in 2016. To be reassessed in the spring to determine frequency of painting
  - Retention/Detention Pond Maintenance – Pond pump was repaired
  - Clubhouse – Clean once a month and bathrooms twice a week
  - Basket Ball Court
  - Calcium Chloride Socks
    - **Action Item/Decision:** Management company to obtain quotes (especially for Pembroke)
- Insurance Policies



## Woodlands of Chatterton Village

- **Action Item/Decision:** *Need to talk with insurance agent about replacement costs*
- Annual Meeting for 2017 discussed
- Newsletter
  - **Action Item/Decision:** *Change frequency from monthly to quarterly*
- Association Website
  - **Action Item/Decision:** *To go live once all financials to be approved*

**Next HOA Meeting (Budget Meeting):** September 26, 2017

Meeting Adjourned @ 8:34 PM