

**Woodlands of Chatterton Village Homeowners Association
Minutes – Board of Directors Meeting
Wednesday, August 20, 2008 @ 7:00 PM**

- ❖ **Called to Order** @ 7pm by the Keith Rainwater, Vice President.
- ❖ **Roll Call:** Rainwater, Curcio, Everett, Vasseli, KC Property – Karen
Co-owners Present: [names]

- ❖ **Adoption of Agenda:**
 - Keith moved to adopt the agenda
 - Rachel seconded
 - All approved

- ❖ **Approval of Minutes:** July 16, 2008
 - Joshua motioned to approve the minutes
 - Rachel seconded the motion
 - All approved

- ❖ **Open Forum for Co-owners**

- ❖ **Reports of officers / management company**
 - President (vacant) none
 - Vice President none
 - Secretary none
 - Treasurer
 - July expenditure tracking report submitted for board review.
 - 2008 amended budget with highlighted changes, reflect the change in increased association dues, water and sewer and change in cash to reserve expense.
 - Final invoice from Pentiuik verified by KC Property as all actions have been performed. It will be noted that even though full payment of the invoice has been approved, the Board is still opposed to paying two items, one dated 7/8 “Revise and finalize demand letter; forward to co-owner and President”, and the second item dated 7/20, regarding a “telephone conference with candidate for board complaining of proxy solicitation by manager”.
 - Joshua motioned to approve for payment
 - Keith seconded the motion
 - All approved
 - KC Property Service
 - KC Property walked with electrician, checking lights that were out. The switch in the electrical box that supports the woods lights was switched off. It is now turned back on. In another electrical box the GFI needed to be reset. When it rains the GFI gets tripped and the lights go out. KC to get quote from electrician to find the problem and correct it.
 - KC to obtain quotes to put locks on the electrical boxes.
 - Electrical company to also quote on changing lights from sensor to timers.
 - Received timing schedule that each zone is set to water from Sunrize Sprinklers. Now we need to have on file a map of the sprinkler system showing where each zone waters.
 - KC to send letter to Looking Good Lawn Service that they still are not meeting contract requirements for weed control, bushes that have been missed for trimming, and the pond area and Geddes Rd. not maintained.
 - The complaint from [address] that a small tree had come down during a storm and another small tree was leaning towards co-owners balcony has been cleaned up and removed.

- Trash location complaint from [address] was temporarily addressed by putting out a sign across from the co-owners place that detailed where to put trash cans and bags and said “do not block driveway”.

❖ Reports from Committees

- Beautification
 - Beautification committee to review all snow and landscape bids and then bring to the Board their recommendations. Snow bid to be approved by October, Landscape bid to be approved by January.
 - Reviewed bill from Looking Good, okayed invoice for lawn cutting only. KC to meet with Looking Good on Friday to go over contract items not met, when unfinished items have been completed, they will be reviewed to pay.
 - Quotes for drainage pipes and perforated pipe to correct drainage problems have been submitted, we need one more quote to meet the 3 quote requirement. KC to obtain one more quote.
- By-law compliance
- Neighborhood Watch – National Night Out was a success. Approximately 600 people attended and they are looking forward to making this an annual event.
- Recreational Amenities
 - Pool – On August 13th, the pool filter had to be repaired, the seal and cylindered sleeve needed to be replaced. On Friday, August 15th the Wayne County Health Dept closed the pool citing the presence of algae in the pool and the water was very cloudy.
 - Discussion to hire another pool company to close the pool.
 - Joshua motioned that we pay off current pool company, then hire another pool company to close the pool.
 - Rachel seconded the motion
 - All approved.
 - Pool Gate – We will padlock the gate when the pool is closed. Reinvestigate a new gate/lock next season.

❖ New Business

- Another attempt at an Annual Meeting has been set for Oct. 22nd, at 7:00 pm.
 - KC to investigate nominees and verify their eligibility.
 - Judy to contact attorney, Mark Makower to verify date fits his schedule.
 - Per by-laws meeting notice and proxy forms to be mailed before September 20th.
- Efficiency campaign
 - Motion made by Keith when handling work orders (association responsibility), the treasurer may approve jobs less than \$1,000 without having to obtain the 3 quote requirement, but must use preferred vendors.
 - Rachel seconded the motion
 - All approved
- Trash Policy
 - To help enforce the Woodlands trash policy and respond to some of the co-owner complaints, a revised trash policy has been submitted for review. The addition to the original policy would include installing stakes to designate trash location areas throughout the community. The board to review policy changes and report back to Keith before the Sept. 20th mailing.
- Communication Boards
 - Rachel made a motion to purchase a 34w x 48h glass enclosed sign board to be installed by the side entrance of the clubhouse.
 - Judy seconded the motion.
 - All approved

- Satellite dish policy
 - A revision to the dish policy may have to be written and approved in order to accommodate more co-owners with the location of their dish.
 - Because the Association is responsible for repair of all outside surfaces, co-owners that mount a dish on any outside surface must sign an acknowledgement that they will be responsible for any damage caused by the installation of the dish.
 - The co-owners, who have dishes mounted now on their units were not approved by the current Board. At the last board meeting it was requested that KC send out letters to all co-owners with satellite dishes in unapproved locations to request documentation of board approval; this has not been done yet. KC to follow-up with letters and co-owner responses.
- Upcoming community mailer
 - Set to be mailed before Sept 20th, to include Annual meeting notice, proxy, trash policy, reminder regarding dog leashes.
- Executive Session

❖ **Upcoming meetings**

- Study session September 3 at 7:00 pm.
 - Guest speaker Frank Barrett, Fire Marshall
 - Regular Board Meeting – Sept 17th
 - Judy and Rachel will not be able to attend. Meeting will still be held to accommodate any co-owners who wish to speak at the Open forum.

❖ **Meeting Adjourned**

- Keith adjourned the meeting at 9:54 pm
- Joshua seconded the motion.
- All approved.