



Woodlands of Chatterton Village

Woodlands of Chatterton Village Homeowners Association Board of Directors

Meeting Minutes • Wednesday, August 19, 2009

7:00 – 9:00pm

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- Woodlands of Chatterton Village Homeowners Association Board of Directors
- **Meeting Minutes • Wednesday, August 19, 2009**
- 7:00 – 9:00pm
- Meeting was called to order at 7:00 pm
- Roll call: Ryan, Rachel, Joshua, Sue, Judy, Karen Cook
- Adoption of agenda - Approved
- Hearing for violation notices:
 - Sand/water play station and wagon stored on porch
 - These items must be stored in the garage and can be brought out at the time of use. Violation waived.
 - Grill on Porch – The board is reviewing the wording of this by-law and an update will be coming soon.
 - Lawn repair from dog urine. Co-owner has been working on the repair. KC to check area and if improved will waive violation.
- Open forum
 - Broken picture window from stone after ERS cut grass. ERS still denying responsibility. KC to call ERS and site Section 4a of ERS contract that they are responsible for any damage caused by their equipment. Window repair must be completed by Sept. 14.
 - Roof repair. Reviewed quote from BHI for repair, co-owner also stated company was very professional in their analysis. Repair approved.
- Native Plant Information-Emily
 - Emily went to the Canton Native Plant Workshop and brought back information for review in regards to our drainage problems. Emily also gave a brief review of topics discussed.
- Review of minutes of preceding meeting - Approved
- Reports of officers / management company
 - President
 - Vice President
 - Sue commented on the ruts in the grass after rains and our lawn service. KC found out the ruts were actually caused by True Green and not the lawn service. True Green is working with KC to repair ruts.
 - Secretary
 - The Woodlands needs a new leader for the Neighborhood Watch Program. KC to send an email out to co-owners requesting volunteers for the Committee. Judy and Karen will work together to form new committee. The Village has invited us to attend a Neighborhood Watch meeting hosted by the Canton Police

Dept., next Tuesday, 8/25, at 7:00 pm. Judy will attend and possibly Karen from KC.

- o Treasurer
 - Reserve Balance = \$97,999.52
 - Operating Balance = \$36,115.76
- o KC Property Service
 - KC working on website for co-owners to look up their personal account information, request work-orders, etc.... Site to have a link to Woodlands website.
 - Co-owner requested KC to show board members again pictures of repair to front porch area. Repair has been reviewed and approved by the board.
- **Reports of committees**
 - o Community Standards/Satellites-Ryan
 - Committee to come up with a brick paver standard for the community.
 - Committee to also create an “Exterior modification form”.
 - o Social-Keith
 - The committee met last week and decided to hold off on any more events until the weather cools and people look forward to indoor activities. The committee would like to plan an event to promote the social committee in mid September, they need more members, especially members willing to run events. If the Board does a survey of the community, the committee would like to include some questions about social events.
 - o Recreational Amenities/Clubhouse-Judy/Larry
 - Clubhouse – Approved M&M to hang Clubhouse rules up, rules to be anchored on the wall, not just hung on a picture hanger.
 - Pool – Suggestion for next season. Board member to host late evening swim and be responsible for locking up after.
- **Old business**
 - o WOW Update
 - We should be getting the contact information for WOW service in the next couple of weeks. KC to walk with WOW to finalize installation.
 - o Drainage Project Timeline
 - KC and Rachel to walk property next week to list all areas of concern.
 - Canton and KC to walk the property the following week with Canton making recommendations to correct drainage problems.
 - o Annual Meeting
 - First notice to be a “Save the Date” posted in the Newsletter
 - Second notice, official notice attaching proxy and agenda of the meeting, to be mailed two weeks prior to meeting.
 - Special drawing of Gift cards approved for attendees at the meeting..
 - o Maintenance Timeline
 - o Survey Post Cards

- Survey post cards printed on a ½ sheet and attached to the Newsletter for distribution. Instructions for return will be to drop the filled out survey in the Clubhouse mailbox .
 - A suggestion was made to use the returned survey cards for the special drawing at the annual meeting. Additional survey cards will be available at the meeting for anyone attending who did not fill one out before.
- **New business**
 - Parking Policy Revisions
 - Instead of adding to the parking policy, anyone with a complaint of a car being parked at a foreclosed unit for long periods of time can be sent a “nuisance” letter as described in the by-laws.
 - Maintenance Workshop
 - It has been approved by the Board to co-host the “Maintenance Workshop with our sister community, the Village. Sue has agreed to represent the Woodlands and will coordinate the event with Diane at the Village.
 - Rachel to write up a notice to give to Ryan for the Newsletter.
 - Village Rental of Clubhouse
 - Diane from the Village to write up a proposal for the Board to review.
 - Dryer Vent Responsibility
 - Reviewed the Matrix and confirmed with the attorney that cleaning of the dryer vent is the homeowner’s responsibility.
 - Website Revisions - Tabled
 - Grill Policy
 - Clarification of current by-law to be written up and then distributed to all co-owners.
- **Upcoming meetings/events**
 - Wednesday, 9/16 7 PM-Monthly Board Meeting
 - Saturday, 9/26 9 AM-11 AM-Maintenance Workshop
 - Wednesday, 10/28 7 PM-Annual Meeting
- **Adjourn at 9:45 pm**