



Woodlands of Chatterton Village

Woodlands of Chatterton Village Homeowners Association Board of Directors
Meeting Minutes • Wednesday, August 18, 2010
7:00 – 9:00pm

- Roll call: Rachel, Joshua, Sue, Judy, KC Property, Karen, Debra, Sarah
- Adoption of agenda, All approved
- Hearing for violation notices
 - 47640 Pembroke, Violation, broom on porch. Broom removed, violation waived.
 - 47559 Pembroke, Violation, trash bag on porch, Yellow pages in bag on porch removed. Violation waived.
 - 47639 Pembroke, Moving boxes on porch, wasn't aware of by-law. Nothing in her move-in packet regarding trash policy.
- Open forum – no comments
- Review of minutes of preceding meeting. All approved.
- Reports of officers / management company
 - President – Rachel informed the Board that she will not be able to run for another term on the Board. She enjoyed working with everyone and had learned a lot just being involved.
 - Vice President – Sue reviewed satellite dish installation for 4090 Radcliff, Karen from KC Property to view site with Sue for approval.
 - Secretary
 - End of Season Pool Party, Saturday, September 4th from 12 Noon till 4:00 pm, sponsored by the Association. Vendor to supply hotdogs, drinks, and chips.
 - Association to actively pursue candidates for open seats on the Board and also campaign for co-owners proxies.
 - Need more advertising: website, email and more flyers posted around the pool area. Laminated signs by mail boxes.
 - Treasurer
 - Expenditure Tracking
 - Building maintenance under budget, may be able to move this money to concrete/sidewalk repairs for next year.
 - Clubhouse rental down
 - Grounds Maintenance – under budget for now baring any unforeseen expenses to come up before the end of the year.
 - Water increase is maintaining budget due to sprinklers being down during the drainage project. Water conservation will have to be addressed next year if we want to maintain our current Association fees.
 - Accounts: Operating \$19,038.05, Reserve \$168,129.26

- KC Property Service – Work Orders, Inspections

Work Orders

- 47623 Pembroke – Work order for roof leak, remove siding, install tyvek wrap and replace and caulk siding.. Pro Built proposal \$500 for repair. KC to be sure work is guaranteed for at least 1 yr. On those conditions, Rachel motion to accept Pro Built's proposal of \$500 for the repair. Sue seconded the motion. All approved
- 4046 Norwich and 40792 Pembroke additional roof repairs to be quoted and reviewed.
- Dryer roof vents clogged and or brittle and falling apart. Debra from KC received quote to replace 240 dryer roof vents at \$5,200 total. Debra to get more information regarding how many need to be replaced and if we can spread the work out over time at the same cost.
- 3990 Norwich Water leak in garage coming from upper units air conditioning unit. Owner is still experiencing problems. Family Heating and Cooling did the work, KC to go back to the company, and have them do the repair under warranty
- New trash policy regarding proof of proper trash cans, to be monitored by KC Property. When receiving proof of trash cans, KC to retract violation from co-owners file.

Workshop

- September Workshop slated for Saturday, September 18 between 10 am and 12 noon. Metro Alarm has already been contacted and has agreed to participate. KC to invite the co-owners in the Village to attend. The Village BOD to notify their co-owners.
 - Have proxies on hand, and campaign for nominees for the BOD election Oct. 20th.

Inspection Report

- Reminder to Sarah to comment on condition of grounds.

• **Old business**

- Drainage Project Update – Drainage project is complete. Repairs are being made to the damaged lawn that was directly related to the sprinklers being down for so long..
- Heat Sensor Inspection – Reports and quote received from Metro Alarm were unacceptable by the BOD. KC to request a thorough spreadsheet of buildings, units and suggested repairs. Official quote for repairs was received to late for review. Co-owner of unit 47640 was present at the meeting and said the heat detector in her living room was not replaced as stated in the report. KC to check into this.
- Concrete/Asphalt Project: Have received a complaints of raised sidewalks in the community. KC to bring proposals to next months meeting for sidewalk repair and street repaving. The cost of these repairs to be analyzed and incorporated into next years budget and beyond if necessary.

• **New business**

- FY11 Budget Review
 - Add Paint and Caulk for 5 more buildings \$25k

- Foundation Crack repair \$3k
 - Water saving improvement \$5k
 - Drainage Project II – \$15k
 - Water increase to cut deep into our budget. Grounds and Garden to bring water conservation ideas to the BOD at Sept. meeting. Quoting cost of the project (well, water pump, new sprinkler heads), and then showing the return on our investment in time and dollars.
- Pool Fence and Security
 - Reviewed spreadsheet for higher pool fence.
 - Cost too prohibitive, KC to obtain more quotes using the same material (aluminum) as the current fence.
- 2011 Contracts
 - Snow / Lawn
 - Grounds and Garden agree to renew contract for same price as this year. If we sign a two year contract they will deduct \$1,000 per year. For us to sign a two year contract KC to ask for more discount or more service.
 - Drainage
 - Slay Construction proposed for \$15k he would finish 3 buildings in the back plus 10 buildings in front.
 - KC to get proposal for completing only the 20 buildings in the front. The three buildings remaining have had no drainage issues in the back.
 - Pool
 - NorthStar Pools has agreed to a two year contract at the same rate per year as this year. Rachel motioned to sign the contract. Sue seconded the motion. All approved.
- Annual Meeting
 - Preparation for the meeting
 - Chair rental
- **Upcoming meetings/events**
 - **Monthly HOA meeting: Wednesday, September 15, 2010, 7 PM**
 - **Year End Pool Party Sept. 4, 2010, Noon to 4:00 pm**
 - **Annual Meeting: Oct 20, 2010, Registration 6:30 pm, Meeting 7:00 pm**

Adjourn at 9:05 pm