



**Woodlands of Chatterton Village Homeowners Association Board of Directors**

**Minutes Wednesday, August 20, 2014**

7:00 – 9:00pm

- **Opened meeting** 7:01pm
- **Roll call:** Judy Curcio, Lynn Mullally, Bonnie Donaldson, Joshua Vasseli, Kim Mosey  
Absent: Stuart Lazar
- **Adoption of agenda: approved 4-0**

- **Review of minutes of preceding meeting on July 16, 2014** approved 4-0

- **Open forum for residents**

Resident asked for a follow up on her doors-garage and front door; would like to have these doors fixed for the holidays. Replacement for garage door is \$540.00 and front door replacement is PENDING. Gutters on this unit also need to be looked at as draining is poor. Judy motioned to replace garage door. Approved 4-0. Approval for front door will be done via email as proposals arrive. Discussion on how can we hold homeowners responsible before they sell their units. Can we do an inspection on doors before homeowners leave to hold them responsible for doors broken and dented? Kim will work with realtors and put the liability back on the owners.

Building 18- 47667 Ormskirk balcony. Balcony facial boards tops were not painted. Kim will follow up, check other units and have this completed.

- **Reports of officers, committees, and management company**

- President: Preparation for the Annual Meeting will be of Board focus in next meeting as well as finalizing 2014-2015 budget.
- Vice President: Jonathon is still working replacing light bulbs and keeping our community free of debris.
- Treasurer: was absent. Kim discussed spending trends to date; Questions regarding the charges from the irrigation company. Kim is working with the irrigation company regarding some of the charges. Operating expenses for water and sewer was discussed. The cost of the mulch was discussed.
- Operating checking: \$40,029.21
- Reserves: \$200,004.73
- Capitol Reserve Funding - table till September
- Board agreed that budget proposal, planned expenditures needs to be reviewed via email well in advance of September meeting, to be able to approve the new budget and any changes in dues.
- Kim discussed the rates currently offered on CD's. Discussion regarding switching CD providers. Final vote will occur with email.
- Final budget for 2014-15 fiscal year will be reviewed at September meeting.
- Judy asked about deteriorating asphalt and concrete around the community. Discussion about asphalt and concrete patio repairs proposal. Joshua motioned for the repairs to asphalt, Judy seconded voted 4-0.

#### Committee updates:

- Clubhouse Update: Annette reported events have been scheduled every weekend this month and the carpet needs cleaning. Judy motioned voted 4-0. Discussion regarding the bathroom doors being left open. Kim will make sure the grass company is not leaving these doors unlocked. End umbrella at the pool is broken. Kim will follow up on repair for next year.
- Social Committee: Yolanda was welcomed as a new member of this committee. Pool party was well attended. Next event will be Halloween.

- Neighborhood Watch: no report
- Three Community Panel: Update on invoices: invoices have been sent throughout the year, both Village will be sending a check and waiting on response from Square, they have been issuing payments as invoiced

Twin Oaks has been working on the Pond area, pleased with performance.

### **New business**

- Snow Emergency Policy – Kim will develop language for policy, discussion planned for September meeting.
- Calcium Chloride Bucket Policy - tabled till Sept. Add discussion regarding roof socks Bids must be in to review for calcium chloride buckets and socks at Sept mtg.
- Board agreed that Snow Removal contract must be reviewed and approved at the next board meeting.
- By-laws "Front porch repair responsibility". Discussion regarding this policy; Motion from Judy, seconded by Joshua The Association will bear this cost of repair and replacement to the front porches.; voted 4-0.
- Resident called KC Property regarding his trees directly outside his unit; they are not completely dead; wants tree line replaced; we will begin to tag trees which are not the best choice for our community and will not be replaced as is.
- Unit had pipes burst, 2yrs ago, tenant in this unit has moved siting this unit has mold. KC Property has had this unit checked for mold and was assured there is none.
- Unit reporting a cat issue is in progress. Owner of unit is completing sanitation and repairs.
- Annual Meeting: October 15, 2014
- Review procedures and responsibilities, terms of office, slide presentation were discussed.
- **KC Property Services**
- Management report, inspections, work orders provided to board members.
- Northern Pine

- Per Craig, shrub trimming scheduled for week of Aug 25th. Northern Pines has asked residents to report any large bald-faced hornet nests and they will remove them. This information will also be included in the newsletter.
- Sprinkler in front needs repair; it's leaking, KC Property to follow up.
- Need: Flowers as promised and roses for front entrance, removal of dead bushes throughout the community will be addressed within the coming weeks.
- We will seek snow removals from Northern Pines and others. Northern Pines has asked if they can store a loader on the property. No one objected.
- Street Cleaning bids: East Side Maintenance was scheduled for Aug 19<sup>th</sup>. Street cleaning was excellent. Board will be adding this to Annual Budget.

### **Old business**

- Condominium By-Law and Master Deed Changes proposed in fall of 2013. Board to review previous changes and redesign the changes in order of importance to better serve the community. Board members will meet in August to finalize changes. It has been decided by the board to not pursue the by-law changes. In order to meet these expenses the dues will have to be reviewed and adjusted each year to keep these repairs in the budget.
- KC to Update: Paint project Bldgs #12, 13, 14, 18, is completed except for unpainted boards mentioned above.

### Trackers:

- Proposed bike path btw Village & WOCV - tabled
- Drainage repairs: "B" units on front side of buildings need completion. - tabled
- Garage doors need painting - tabled
- Caulk garage areas between building and drives tabled
- Side walk repairs 2014 - tabled
- Proposed Clubhouse house carpet vs tile - tabled
- Complete Drainage B units 2015 - tabled
- Work requests ON HOLD - Kim will review and report back in September
- 47604 Ormskirk: Rebury drain pipe- KCPS verified that work needs to be done.
- 47704 Pembroke: Caulking around front door needs to be replaced. KCPS verified that work needs to be done. They will be notified this will be a co-owner expense.

- 3990 Norwich: front porch cracking – KCPS verified that work needs to be done. They will be notified this will be a co-owner expense.
- Executive session: tabled until September
- Items for future newsletters: Bald faced hornet nests; Halloween party;
- Next HoA meeting: Wednesday, Sept 17, 2014
- Adjourned: 9:33pm

(c) The responsibility for the full cost of maintenance, decoration, repair and replacement of the General and Limited Common Elements shall be the sole responsibility of the Association, except where specific exceptions are stated in the Condominium Documents and are to be paid for according to the provisions of these Condominium Documents. The full responsibility for the Unit shall be borne by the Co-owners of the Unit.

The respective responsibilities for the maintenance, decoration, repair and replacement of the Common Elements are as follows:

The common expenses associated with the maintenance, repair, renovation, restoration or replacement of a Limited Common Element shall be specially assessed against the Unit or Units to which that Limited Common Element was assigned at the time the expenses were incurred. Any other unusual common expenses benefiting less than all of the Units or any expenses incurred as a result of the conduct of less than all of those entitled to occupy the Condominium Project or by their licensees or invitees shall be specially assessed against the Unit or Units involved, as set forth in Section 69(2) of the Act.

The amount of all common expenses not specially assessed in accordance with the foregoing shall be assessed against the Units in proportion to the assigned Percentage of Value appertaining to each Unit as provided in Section 69(3) of the Act.

(d) The Association shall have specific responsibility to decorate, maintain, repair and replace the following items relating to Units and the costs for these items shall be considered expenses of administration:

- (1) All landscaped areas (excluding such landscaping as may be installed and maintained by a Co-owner upon a balcony, patio, porch or deck in accordance with the By-Laws attached hereto as **Exhibit A**).
- (2) All sidewalks, driveways, roadways and boundary fences.
- (3) Snow removal from the roads, driveways, parking areas and any sidewalks (including driveways designated as Limited Common Elements).

(4) The exterior of all buildings (excluding individual balconies, patios, porches, decks, glass windows and glass sliding doors) including trim and hardware and the concrete pads upon which air conditioning compressors are situated.

