



Woodlands of Chatterton Village

Woodlands of Chatterton Village Homeowners Association Board of Directors Minutes • Wednesday, February 20, 2013

- **Roll call** – @ 7:07 pm Keith Rainwater, Annette Solomon, Ryan Hass, and Kim Mosey of KCPS. (Atif Agha & Judy Curcio absent).
- **Adoption of agenda** – approved
- **Review of minutes of preceding meeting**– table for e-mail vote (November 2012 minutes)
- **Open forum for residents (co-owners and tenants)** – none present
- **Invited guests** – none present
- **Reports of officers, committees, and management company**
 - President (absent)
 - Vice President – Board members discussed revision to bylaws. Keith proposed board meeting be moved to fourth Wednesday of month. This will provide KCPS and Treasurer additional – and necessary – time to prepare updated financial and delinquency reports prior to the regular monthly Board meeting. Ryan sent out email to all board members requesting approval.
 - Treasurer
 - Reserves: **80,536.25** (three straight months of reserve contributions!)
 - Operating checking: **53,395.30**
 - Walk through YTD comparison document – Keith & Marianne working out errors in document and appropriate expense coding categories. Per Keith's instruction, Marianne moved the payment for October 2012 water usage from November 2012 (the first month of FY 2013) to October 2012 (the last month of FY2012). Treasurer and Board should continue to monitor water usage closely. Otherwise, we are budget compliant at this time.
 - Delinquencies overview – Foreclosures cost the Association \$2500 each, so, in the past, we have elected to wait until we had six to take advantage of a mass lawsuit deal from ADAC. Treasurer asked Kim to gather additional information on the costs and process associated with wage garnishment; if cost effective, the Treasurer will add this to the debt collection toolkit. Wage garnishment requires a judgment.
 - Preparation to relocate financial institution (remaining CD expires 07/2013; being moved to money market account): Treasurer moved funds in recently expired CD to the WOCV money market account. Between now and July 2013, the Treasurer will investigate financial institutions to hold our reserve accounts.
 - Update on three-community panel (filling in for Judy) re: retention pond. Meeting went very well; the representatives from the Village and Square were quite understanding and cooperative. The committee made minor adjustments to the amendment that controls the retention pond area. Kim is working with Makower to integrate these new additions; once done, the committee will approve the revised amendment via email. The committee is considering proposals from Twin Oaks and Grounds & Gardens for landscaping. Kim needs to get additional information from Grounds & Gardens; once done, the committee will select a vendor via an email vote.
 - Committee updates:
 - Community standards
 - Information drive update – Atif absent; needs to include bylaws revision, etc.

- Grounds assistant update (A.Taylor) – regular pickup is scheduled for Thursday evenings. Board expressed some concerns about missed trash; Keith will discuss these concerns with him.
- Clubhouse
 - New rental agreement is being used. At some point, the three-community committee might consider an agreement that would allow WOCV to rent the clubhouse to residents from the Village and Square; any agreement would need to include ample protections for the Woodlands (particularly in situations where there is damage to the clubhouse).
 - The Board discussed the need to secure a new cleaning service for the clubhouse. Annette offered her services (one cleaning per month; \$50 per cleaning). Board (with Annette abstaining) needs to vote on this proposal; if approved, a Board member or designate should be assigned to oversee Annette's work.
 - The Board empowered the clubhouse coordinator(s) (currently Annette and Larry) to secure carpet cleaning/shampooing services at their discretion; there is no need to obtain permission from the Board or Treasurer in advance.
- Social – nothing to report
- Neighborhood watch – nothing to report
- Garage sale – will discuss next month
- KC Property - management report, inspections, work orders
 - Review responses to recent KCPS task lists – KCPS improving communication regarding water meter.
 - Satellite dish illegally placed over another co-owners unit on roof; KCPS to send violation for this and document all satellite locations on updated grid
 - Review annual calendar
 - FHA certification – KCPS turned in paperwork and is awaiting response.
 - Water leak – Norwich unit- windows were open. This property not covered; however, three other affected units covered (at total of \$3,813.65).
 - KCPS working on back-up for electrician
 - Visual sweep for vacant units prior to freezing temperatures (concerns re: water leaks)
- **New business**
 - Focus areas (formal/informal assignments up to this point):
 - Pool: Judy
 - Landscaping: Judy/Keith
 - Three community panel: Judy/Keith
 - KCPS liaisons: Judy/Keith (per officer positions)
 - Budget/financials: Keith (per officer position)
 - Liens/foreclosures: Keith (per officer position)
 - Communication (newsletter, a-frame, mailbox containers): Keith
 - Social: Annette
 - Clubhouse: Annette, Judy, Larry
 - Garage sale: Keith or resident
 - Bylaw revisions & responsibility matrix - The Board approved allocating \$6,000 to counsel (Makower) for a complete revision of the WOCV bylaws. These funds will come from the reserve account. The focus areas for this complete revision include (but are not limited to):
 - Clarifying private vs limited common vs common elements
 - Assigning liabilities (costs for damages) associated with negligence to the negligent party

- Develop clear responsibility grid (reflected in the bylaws and the actual responsibility grid that is based on the bylaws)
- Remove violation fee amounts from bylaws; allow Board to set fees, to be reviewed no more than once per calendar year
- Clarify condo insurance requirements; establish a steep fee for not maintaining condo insurance (\$250?); require showing proof of insurance on an annual basis
- Reduce the quorum requirements for annual meetings only
- Clarify which policies require bylaw changes vs authority & discretion given to Board to create “elaborative policies” that emanate from the bylaws but are simply approved by a Board majority and posted on the website
- Ryan and Keith will draft a letter re: the bylaws revision initiative for distribution to the community in March 2013.
- Kim indicated that the WOCV Association could save substantial funds by initiating the debt collection process with ADAC within 70 days (dramatically reducing the costs to the Association – perhaps to zero – for foreclosure actions). Kim will reach out to ADAC to confirm whether or not this is correct. Kim will provide correct information to Treasurer, and the Treasurer will propose an updated process to the Board. In order to fall within ADAC’s window, the Board approved adjusting the ADAC demand letter “trigger” from 90 days past due to 60 days past due; the demand letter precedes liens and other judgments.
- Website & technology
 - Website updates and improvements – no topics to discuss at this time
 - Dropbox vs Google Drive – Board agreed to use Dropbox for all documents. KCPS will upload management reports, etc. to the Dropbox as well. If you’ve not accepted your “invitation” to join the WOCV Board Dropbox, contact Keith for assistance.
- **Old business**
 - Trackers:
 - Work requests DONE:
 - Two Ormskirk Dr. units: Ongoing request to correct drainage on connecting concrete porches. Water/ice stays on porch through winter, cannot use front door in these conditions. Also bees nested in brick, need to close off access to bees. Received proposal to correct this problem. Update: Annette confirmed that the work was completed and that she is pleased with the result.
 - Work requests ON HOLD:
 - These work requests (below) are not actionable during the winter months.
 - Ormskirk unit: There is a pipe sticking out of the lawn that has been that way for several months. I believe it’s for the drain and just needs to be re buried.
 - Radcliff unit:
 - The brick outside my front entrance (next to the door) is cracked and needs to be fixed. // Co-owner came to BOD meeting. BOD requested she call Pulte warranty first regarding caulking between brick and sidewalk.
 - Also, needs wood repaired around frame of master window. - Building scheduled for paint and board replacement 2013.
 - Bush in front has overgrown the space? The bush is large, but in beautiful shape, nothing wrong with it except the co-owner cannot see anything else but the bush when sitting on her porch.
 - Pembroke unit: grass in poor shape
 - Pembroke unit: caulking around front door needs to be replaced
 - Community improvements on hold:

- Clubhouse carpet replacement – likely FY14
 - Sidewalk repairs – no timeline considered
 - Tree trimming – no timeline considered
 - Proposed bike path btw Village & WOCV – no timeline considered
 - Drainage repairs: “B” units on front side of buildings need completion. – no timeline considered
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- **Upcoming meetings/events**
 - **Items for future newsletter** – bylaw changes; new regular Board meeting schedule (if approved)

 - **Next HOA Meeting March 20, 2013 (or March 27th if approved)**
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- **Adjourned 8:40 pm**