



Woodlands of Chatterton Village Homeowners Association Board of Directors  
**Meeting Minutes • Wednesday, July 21, 2010**  
7:00 – 9:00pm

- **Roll call:** Sue, Joshua, Judy, BOD  
Karen Cook, Debra, Sarah, Kevin, KC Property  
Rosemary, Michelle, Mr. & Mrs. Patel, Co-owners  
Abs: Ryan, Rachel
- **Adoption of agenda:** All approved
- **Hearing for violation notices :** None
- **Open forum**
  - Pembroke, requested permit for storm door. KC to give co-owner the information she needs. Co-owner also asked for the name of a window cleaner. Judy Curcio will get KC the number of a recommended window cleaner.
    - Co-owner requested a replacement for her outdoor garage lantern because it is corroded. The BOD will add this subject to the next BOD meeting agenda to discuss a time frame for replacing front door hardware and garage lanterns.
    - Co-owner asked if there were any maintenance workshops being scheduled.
      - KC Property volunteered to put a program together inviting heating and cooling, electrical and plumbing experts to participate in this workshop. Suggested time, in September.
  - Co-owner requested a follow-up on the Heat Sensor Inspection. A heat detector tested in her laundry room was not working, the inspector said he would be getting back to her, she has not heard anything. In reviewing the report, Co-owners address was not listed for the replacement. KC Property to add co-owner's name for a follow-up visit from the inspector.
    - Need to spray for bees/wasps, KC to contact Eradico
    - Call painters back for weather stripping, can see right through to the outside.
- **Review of minutes of preceding meeting:** All approved
- **Reports of officers / management company**
  - President: none
  - Vice President: none
  - Secretary
    - Website – Reviewed the need to use the website more to communicate project updates and for special notices.
    - Need to create and send Newsletter.
  - Treasurer
    - Expenditure Tracking – Budget is on track, most items coming in below budget.
    - Accounts: Operating: \$10,964, Reserve: \$167,928

- KC Property Service – Work Orders, Inspections
  - 47628 Ormskirk – raised concrete by garage entry. Received quote of \$780 to replace concrete, owner suggested and is willing to accept a contractor raising the existing concrete, cost approximately \$200-\$300. KC to follow—up.
  - 4022 Radcliff – Co-owner has water damage to his unit from a neighbor unit's air conditioner. A drainage tube had become clogged; the water then backed up and overflowed into the unit below.
  - A co-owner recommended all co-owners should do regular maintenance by pouring ¼ cup of bleach down the tube every 3 months. This would prevent the deposit build-up that causes the over-flow.
  - Clubhouse Air Conditioner: Replaced blower motor. The filter is replaced every 3 months. Heaviest dust build up is in the summer months. Filter will be checked again in September to see if it needs to be replaced.
  - Parking Issue – In March of 2010 complaints came in that a car had not moved for months and had out of state plates. The car was towed after following violation procedures. It was later found out that the owner was in the military service and in Iraq for a year.
    - To prevent a co-owner's car from being towed when it needs to be parked for an extended period of time, the co-owner must register their car, in writing, to KC Property. Included with the license number, should be the time period that it will be parked and not moved. The better scenario is that the car should be parked in the garage.
  - Well drilling or recycling pond water to offset community watering costs. KC to check with township first to see if wells are permitted. If so, further investigation into costs.
- **Old business**
  - Drainage Project Update – Sprinkler Status
    - All the sprinklers are still not working. Slay to be out again tomorrow to work on them. Slay has hired Matt from Grounds and Garden to help work on the sprinklers. One of the problems is the builder did not color code the wires for each station, they are all red. In one box there are twelve stations and only 8 are working. They cannot find the other wires to reconnect.
    - The BOD's response is, all the stations were working before the drainage project began. Slay may save time if they rewired the missing stations?
  - Heat Sensor Inspection: Results of scheduled inspection: 73% of co-owners home and units inspected, 27% were not home, one co-owner refused admittance.
    - Report received from the inspection company was very unprofessional and inadequate. It failed to give follow-up information for items needing to be fixed or replaced. There are addresses that are wrong, maybe due to typo's?? and one of the co-owner's defected sensor was not listed on the report to be replaced.

- KC Property to follow-up with the inspection company to complete the items needing repair or replacement.
    - The inspection company is coming back to inspect those units where no one was home. KC to work with them to gain access to the vacant units.
      - Bldg #13, 3986 Radcliff, was vacant at time of inspection, KC to be sure new owners get sensors inspected.
  - Painting Project Update – Considered complete, first five buildings this year, pleased with their work. Minor issues to complete: Rescheduling door painting for co-owners that were not home. Fix co-owners weather stripping.
  - Pest Control – The clubhouse has been treated for ants.
- **New business**
  - VMS/ACH/PayPal – Need better control of posting association dues. VMS to pull ACH payments on the 5<sup>th</sup> of the month, so that payments made on weekends or holidays don't get posted beyond the 10 day grace resulting in a late charge. KC reports many of the late check cashing / posting issues are due to CAB bank not posting for co-owners using online bill pay. KC directed to investigate banking alternatives.
  - Pool Issue – Sarah from KC Property reported that last Wednesday the Health Department shut the pool down due to the gate latch not working properly. It could reopen when the gate was fixed. The “pool closed” sign was placed on the gate and the sandwich board was put out on the walkway saying the pool was closed for maintenance. Several co-owners ignored the signs entered the pool area and refused to leave.
    - Disrespect to the management company or any company hired to service our community will not be tolerated. If this should ever happen again, the bike lock will be but on the gate along with the “closed” sign. If co-owners enter and refuse to leave the pool area, the police will be called to escort the people out. Discussed whether issuing violations or removing pool privilege would be more effective.
      - To better address the whole problem, KC Property to get pricing on changing the gate lock to a touch card, taller gate and security camera. This would change the gate latch, removing that problem and also give the Association knowledge and control over who is at the pool at any given time, with video recording of any incident, while giving the Association a greater ability to limit pool admittance to co-owners up to date on dues.
  - Concrete/Asphalt Project – tabled till next month
- **Upcoming meetings/events**
  - **Community Watch Program - National Night Out Aug 3, 2010**
  - **Monthly HOA meeting: Wednesday, August 18, 2010, 7 PM**
  - **Annual Meeting: October 20, 2010, Registration 6:30 pm, Meeting 7:00 pm**

**Adjourn: 9:20 pm**